

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

RESOLUTION NO. 77-65

Approval of Conflict of)
Interest Codes --)
School Districts)

BE IT RESOLVED by the Board of Supervisors of the County of Monterey, State of California, that the Conflict of Interest Codes submitted by the below listed school districts of the County of Monterey be and are hereby approved.

The County Clerk is hereby directed to inform each of the affected districts of approval of its code with directions for its designated employees to comply with the disclosure requirements of the Political Reform Act of 1974.

1. Pacific Grove Unified School District
2. Greenfield Union School District
3. Monterey Peninsula Community College District
4. King City Union School District
5. Washington Union School District
6. Soledad Union School District
7. Pacific School District
8. Graves School District
9. Gonzales Union High School District
10. Bradley Union School District
11. Monterey County Board of Education
12. Monterey County Superintendent of Schools
13. Alisal Union School District
14. Chualar Union School District
15. Mission Union School District
16. Monterey Peninsula Unified School District

- 17. Salinas City School District
- 18. San Ardo Union School District
- 19. San Antonio Union School District

Upon motion of Supervisor Norris, seconded by Supervisor Petrovic, the foregoing resolution is adopted this 8th day of February, 1977, by the following vote:

AYES:

Supervisors Blohm, Norris, Petrovic, Moore, Farr

NOES:

None

ABSENT:

None

COUNTY OF MONTEREY, }
STATE OF CALIFORNIA. } ss.

I, ERNEST A. MAGGINI, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a full, true and correct copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof at page 35 of Minute Book 35, on the 8th day of February, 1977, and now remaining of record in my office.

Witness my hand and the seal of said Board of Supervisors this 8th day of February, 1977

ERNEST A. MAGGINI,
County Clerk and ex-officio Clerk of the Board

CONFLICT OF INTEREST CODE
OF THE
GOVERNING BOARD OF THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SECTION 100. Purpose. Pursuant to the provisions of Government Code Sections 87300, et seq., the Governing Board of the Monterey Peninsula Community College District hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions. The positions listed on Exhibit "A" are designated positions. Designated positions shall be assigned to one or more of the disclosure categories set forth in Exhibit "B". Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property and income designated as reportable under the category to which the employee's position is assigned in Exhibit "A".

SECTION 300. Disclosure Statements. Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property, and income, if that interest may foreseeably be affected materially by any decisions made or participated in by that employee by virtue of his position.

SECTION 400. Place and Time of Filing.

(a) All designated employees required to submit a statement of financial interests shall file the original with the Secretary of the Governing Board.

(b) The Secretary of the Governing Board shall make and retain a copy and forward the original to the County Clerk, County of Monterey.

(c) A designated employee required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.

(d) All new and current employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office, unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

(e) Annual statements shall be filed during the month of February by all designated employees. Such statements shall cover the period of the preceding calendar year.

(f) A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

SECTION 500. Contents of Disclosure Statements. Disclosure statements shall be made on forms supplied by the Secretary of the Governing Board, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

- (1) The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount and the date on which the gift was received.

(c) Contents of Business Entity Income Reports:

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- (3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Management Positions Reports:

Designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (e), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

SECTION 600. Disqualification. Designated employees must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated employee shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

EXHIBIT "A"DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
1. GOVERNING BOARD MEMBERS	1
2. SUPERINTENDENT/PRESIDENT	1
3. ADMINISTRATORS:	
Business Manager	1
Administrative Dean of Student Personnel	1
Administrative Dean of Instruction	1
Administrative Dean of Community Education	1
Associate Dean of Instruction	2
Associate Dean of Instruction	2
Associate Dean of Student Personnel	2
Assistant Dean of Student Personnel	2
4. OTHERS (Will include all who are authorized to purchase within a given budget allowance)	
Business Assistant	3
Registrar	3
Financial Aid Officer	3
Bookstore Manager	2
Community Services Officer	3
Director of Continuing Education	3
Director of Athletics	3
Director of Data Processing	3
Head Librarian	3
Coordinator of VOLAR Programs	3
Audio Visual Supervisor	3
Purchasing Agent	3
Buildings and Grounds Supervisor	3
Division Chairpersons of:	
Physical Science	3
Life Science	3
Social Science	3
Physical Education	3
Ethnic Studies	3
Business	3
Creative Arts	3
Engineering Technology	3
Humanities	3

EXHIBIT "B"DISCLOSURE CATEGORIESCategory 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 past 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 educational 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.