



*The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.*

## Conflict of Interest Code

### 1. Purpose

- 1.1. Under the Political Reform Act (Government Code § 81000, et seq.), all public agencies are required to adopt a conflict-of-interest code that designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported.
  - 1.1.1. The California Fair Political Practices Commission (FPPC) has asserted that charter schools must comply with GC § 81000, thus ISM has adopted this conflict-of-interest code to meet the requirement.

### 2. Definitions

- 2.1. As applicable to a charter school, this code incorporates by reference the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically 2 California Code of Regulations § 18730, and any amendments or modifications to the PRA and CCRs.

### 3. Terms of the code

- 3.1. The terms of a conflict-of-interest code comprise such provisions as the manner to report financial interests and the disqualification procedures.
- 3.2. This code hereby incorporates by reference 2 CCR § 18730 and any amendments to it duly adopted by the FPPC.
  - 3.2.1. The FPPC recommends that agencies incorporate Regulation 18730 because the type of information required in the terms of a conflict-of-interest code is quite complex and Regulation 18730 contains all of these provisions.
  - 3.2.2. The FPPC will amend Regulation 18730 to include legislative and regulatory changes that affect the main body of the code; thereby, the terms of this conflict-of-interest code shall automatically remain in compliance with the PRA.
  - 3.2.3. Individuals seeking current information regarding Regulation 18730 or specific guidance regarding interpretation of its provisions should email [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or call the Fair Political Practices Commission advice line at 866-ASK-FPPC.

### 4. Designated positions

- 4.1. Officers, directors, trustees, and key employees participating in making decisions by voting on matters, negotiating contracts, or making recommendations on purchases, or that might otherwise materially affect any financial interest of ISM shall be *designated positions*.
- 4.2. Individuals occupying the following designated positions must disclose financial interests in Category One and Category Two as described in 5 below.
  - 4.2.1. Governing board officers and trustees
    - 4.2.1.1. Candidates for board positions must make these disclosures before becoming formal candidates for election.

4.2.2. Director

4.2.3. Operations & HR Manager

4.3. Individuals occupying the following designated positions must disclose financial interests in Category Two as described in 5 below.

4.3.1. Principal

## **5. Disclosure Categories**

5.1. A primary purpose of this code is to require disclosure of those types of investments, interests in real property, sources of income, and business positions that designated positions may affect in their decision-making.

5.2. Designated positions assigned to Category One must report the following.

5.2.1. Interests in real property located in whole or in part within the boundaries (and a two-mile radius) of the school district in which International School of Monterey is located, if the fair market value of the interest is greater than \$1,000.

5.2.2. Investments in or income from persons or business entities which are contractors or subcontractors that have engaged during the past two years in the performance of building construction or design within the boundaries (and a two-mile radius) of the school district in which ISM is located.

5.2.3. Investments in or income from persons or business entities engaged in the disposal or acquisition of real property within the boundaries (and a two-mile radius) of the school district in which ISM is located.

5.3. Designated positions assigned to Category Two must report the following.

5.3.1. Investments in or income from business entities that perform work or services, or manufacture, sell, repair, rent, or distribute school supplies, books, materials, furnishings, or equipment of the type utilized by International School of Monterey, within the boundaries (and a two-mile radius) of the school district in which ISM is located.

## **6. Statement of Economic Interests Filing**

6.1. Individuals holding designated positions shall file a Statement of Economic Interests (Form 700) disclosing the categories listed in 5. as appropriate for the position held by the dates designated in Form 700.

6.2. All statements shall be filed with International School of Monterey.

6.2.1. ISM shall retain all statements.

6.2.2. ISM shall make the statements available for public inspection and reproduction upon request (Government Code Section 81008).

## **7. Financial impact**

7.1. ISM projects no significant annual costs associated with the adoption and implementation of this code.

## **8. Adoption and renewal**

8.1. This code was written by the ISM administration and adopted by the ISM Board of Trustees.

8.2. This code shall become effective: April 1, 2014 and supersedes any and all earlier conflict-of-interest policies adopted by the ISM Board of Trustees.

8.3. This code shall be assessed one year from its effective date to determine its effectiveness and appropriateness. This code may be assessed before that time as necessary.