

## ATTACHMENT H

### LOCAL AGENCIES — REVISED/INITIAL CONFLICT OF INTEREST CODES

LOCAL AGENCY	SUMMARY OF ADOPTED/ PROPOSED REVISIONS
Solano County Board of Education	<ul style="list-style-type: none"><li>• Added Positions:<ul style="list-style-type: none"><li>▪ Manager</li><li>▪ Printing Services Manager</li></ul></li><li>• Deleted Positions:<ul style="list-style-type: none"><li>▪ Network Coordinator</li><li>▪ Transportation Manager</li><li>▪ Duplicating Services Manager</li><li>▪ Program Administrator</li><li>▪ Assistant Director</li></ul></li></ul>

SOLANO COUNTY BOARD OF EDUCATION

Policy 9270

**CONFLICT OF INTEREST**

As set forth in Government Code section 87200, each employee and elected or appointed official designated in Appendix B, Conflict of Interest Code, is required to file an annual Form 700 Statement of Economic Interests disclosing their investments, interests in real property, and income received during the immediately preceding 12 months. The Form 700 and any applicable Schedules must be filed electronically using the online eDisclosure system, or in original paper format, with the authorized Solano County Office of Education (SCOE) filing officer, no later than the filing date determined by the SCOE filing officer. A copy of each filer's Form 700 will be retained by the agency.

In addition to filing an annual Form 700, pursuant to Government Code Section 87202 each designated employee and Board of Education Trustee will also file a Form 700 within 30 days of assuming or leaving office. (See Appendix B)

Penalties as provided by law may result from willful violation of applicable Government Code provisions including the enforcement of personal, out-of-pocket fees levied upon late filers for every day after the deadline until the Statement is filed. (Government Code §91000 –91013)

**SOLANO COUNTY BOARD OF EDUCATION**  
(Policy 9270)

**CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code section 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 California Code of Regulations, section 18730) that contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Solano County Board of Education ("Board").

Individuals in designated positions shall file their statements of economic interests electronically using the online eDisclosure system or in original paper format with the agency's filing officer who will make the statements available for public inspection and reproduction. (Government Code section 81008) Upon receipt of an original paper Form 700 filed by an individual in a designated position, the agency shall make and retain a copy and forward the original to the Solano County Elections Department, Attention: Statement of Economic Interests Filing Officer. The County Elections Department directly receives all Form 700s filed electronically.

**I. Adoption**

In compliance with the Political Reform Act of 1974, California Government Code section 81000, et sec., the Solano County Board of Education hereby adopts this Conflict of Interest Code, which shall apply to all Board Members and individuals in designated positions of the Office of the Solano County Superintendent of Schools, as specifically required by California Government Code section 87300.

**II. Individuals in Designated Positions**

Employees of the Office of the Solano County Superintendent of Schools, as well as County Board Members, who hold positions which involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, shall be in designated positions. All persons who hold the positions specifically enumerated in Exhibit A are in designated positions.

**III. Disclosure Statement- Filing**

Each individual in a designated position, including County Board Members, shall file his or her statement of disclosing investments, interests in real property and income required to be reported under the category or categories to which the employee's position is assigned in Exhibit A.

EXHIBIT A

I. Persons occupying the following positions are designated employees and must disclose financial interests in all applicable categories defined in Exhibit B.

<u>Designated Positions</u>	<u>Assigned Disclosure Category</u>
Members of the County Board of Education	1
County Superintendent of Schools	1
<u>Deputy Superintendent</u>	1
Associate Superintendent	1
Assistant Superintendent	1
<u>Executive Director</u>	1
Senior Director	1
Director	1
Business Information Systems Support Coordinator	2
Network Coordinator	2
Transportation Manager	2
Duplicating Services Manager	2
Chief Assistant to the County Superintendent	2
<u>Site Principal</u>	2,4
Program Administrator, Special Education	2,4
Assistant Director, Behavioral Support Services, SELPA	2,4
<u>Assistant Director, Special Education</u>	2,4
<u>Program Manager, Workforce Development</u>	2,4
<u>Program Administrator, Alternative Education</u>	2,4
<u>Assistant Director, College and Career Readiness</u>	2,4
<u>Program Administrator, Educational Options</u>	2,4

II. Persons occupying positions as consultant are persons who provide a range of duties under contract including information, advice, recommendation, or counsel. The County Superintendent of Schools shall make a written determination as to what disclosure, if any, is required by any particular consultant on a case-by-case basis.

Such determination shall include a description of the consultant's limited scope of duties and, based upon that description, a statement of the extent of disclosure requirements. The County Superintendent of Schools' determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT B

**Disclosure Categories**

**Category 1: Full Disclosure**

- A designated position in this category must report all:
- interests in real property in the State of California,
- investments,
- business positions,
- sources of income, including gifts, loans, and travel payments

**Category 2: General Contracting Disclosure**

A designated position in this category that contracts for the entire agency must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery, or services, including training or consulting services, of the type utilized by the Solano County Office of Education.

A designated position in this category that has contracting authority for a specific department must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery, or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

**Category 3: Regulatory, Permit, or licensing Agency Disclosure**

A designated position in this category that licenses occupations as well as approves classes or curricula to obtain or maintain an occupational license must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that either contract to provide education or training required by the Solano County Office of Education to qualify for or maintain a license, or entities that provide education or training services which courses or curricula are approved by the Solano County Office of Education.

**Category 4: Grant/Service Providers/Agencies that Oversee Programs Disclosure**

A designated position in this category that awards monies or grants to organizations or individuals must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Solano County Office of Education.

A designated position in this category that approves programs for rehabilitative services must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative, or education services concerning the prevention, treatment, or rehabilitation of individuals with various disabilities.

SOLANO COUNTY BOARD OF EDUCATION

Policy 9270

**CONFLICT OF INTEREST**

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In addition to filing an annual Form 700, pursuant to Government Code Section 87202 each designated employee and Board of Education Trustee will also file a Form 700 within 30 days of assuming or leaving office. (See Appendix B)

Penalties as provided by law may result from willful violation of applicable Government Code provisions including the enforcement of personal, out-of-pocket fees levied upon late filers for every day after the deadline until the Statement is filed. (Government Code §91000 -91013)

**PROPOSED 2020**

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SOLANO COUNTY BOARD OF EDUCATION

Policy 9270

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Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Solano County Board of Education ("Board").

Individuals in designated positions shall file their statements of economic interests electronically using the online eDisclosure system or in original paper format with the agency's filing officer who will make the statements available for public inspection and reproduction. (Government Code section 81008) Upon receipt of an original paper Form 700 filed by an individual in a designated position, the agency shall make and retain a copy and forward the original to the Solano County Elections Department, Attention: Statement of Economic Interests Filing Officer. The County Elections Department directly receives all Form 700s filed electronically.

**I. Adoption**

In compliance with the Political Reform Act of 1974, California Government Code section 81000, et sec., the Solano County Board of Education hereby adopts this Conflict of Interest Code, which shall apply to all Board Members and individuals in designated positions of the Office of the Solano County Superintendent of Schools, as specifically required by California Government Code section 87300.

**II. Individuals in Designated Positions**

Employees of the Office of the Solano County Superintendent of Schools, as well as County Board Members, who hold positions which involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, shall be in designated positions. All persons who hold the positions specifically enumerated in Exhibit A are in designated positions.

**III. Disclosure Statement – Filing**

Each individual in a designated position, including County Board Members, shall file their statement of disclosing investments, interests in real property and income required to be reported under the category or categories to which the employee's position is assigned in Exhibit A.

EXHIBIT A

I. Persons occupying the following positions are designated employees and must disclose financial interests in all applicable categories defined in Exhibit B.

<u>Designated Positions</u>	<u>Assigned Disclosure Category</u>
Members of the County Board of Education	1
County Superintendent of Schools	1
<u>Deputy Superintendent</u>	1
Associate Superintendent	1
Assistant Superintendent	1
<u>Executive Director</u>	1
Senior Director	1
Director	1
Business Information Systems Support Coordinator	2
<u>Network Coordinator</u>	2
<u>Transportation Manager</u>	2
<u>Duplicating Services Manager</u>	2
Chief Assistant to the County Superintendent	2
Site Principal	2,4
<u>Program Administrator, Special Education</u>	2,4
<u>Assistant Director, Behavioral Support Services, SELPA</u>	2,4
Assistant Director, Special Education	2,4
Program Manager, Workforce Development	2,4
Program Administrator, Alternative Education	2,4
Assistant Director, College and Career Readiness	2,4
Program Administrator, Educational Options Manager	2,4
Printing Services Manager	2

II. Persons occupying positions as consultant are persons who provide a range of duties under contract including information, advice, recommendation, or counsel. The County Superintendent of Schools shall make a written determination as to what disclosure, if any, is required by any particular consultant on a case-by-case basis.

Such determination shall include a description of the consultant's limited scope of duties and, based upon that description, a statement of the extent of disclosure requirements. The County Superintendent of Schools' determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT B

**Disclosure Categories**

**Category 1: Full Disclosure**

A designated position in this category must report all:

- interests in real property in the State of California,
- investments,
- business positions,
- sources of income, including gifts, loans, and travel payments

**Category 2: General Contracting Disclosure**

A designated position in this category that contracts for the entire agency must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery, or services, including training or consulting services, of the type utilized by the Solano County Office of Education.

A designated position in this category that has contracting authority for a specific department must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery, or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

**Category 3: Regulatory, Permit, or Licensing Agency Disclosure**

A designated position in this category that licenses occupations as well as approves classes or curricula to obtain or maintain an occupational license must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, from sources that either contract to provide education or training required by the Solano County Office of Education to qualify for or maintain a license, or entities that provide education or training services which courses or curricula are approved by the Solano County Office of Education.

**Category 4: Grant/Service Providers/Agencies that Oversee Programs Disclosure**

A designated position in this category that awards monies or grants to organizations or individuals must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Solano County Office of Education.

A designated position in this category that approves programs for rehabilitative services must report:

- All investments, business positions, and income, including gifts, loans, and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative, or education services concerning the prevention, treatment, or rehabilitation of individuals with various disabilities.

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