

POLICY

2019

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Non-Instructional/Business
Operations

SUBJECT: FINANCIAL CONFLICT OF INTEREST

Defining Conditions: A financial conflict of interest arises in situations where a Board member or employee of a school district is in a position to benefit personally from a decision he or she may make on behalf of the district, exercising official authority or disposing of public funds.

Purpose: The General Municipal Law contains specific prohibitions against any Board member or employee, as well as his or her spouse or spousal equivalent, minor child, or other dependent (hereinafter referred to as “immediate family”), having an interest in any contract over which he or she has any responsibility to negotiate, prepare, authorize, approve or audit (see Policies §5410, §5413 and §6110). The Education Law also prohibits any school officer from voluntarily becoming interested, directly or indirectly, in any contract, lease, purchase or sale in which he or she took part or could take part.

Standards for Conduct: The District maintains the following standards of conduct covering financial conflicts of interest and governing the actions of its Board members or employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, or any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, or agents of the District can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts with the exception of unsolicited gifts with a nominal value of \$75 or less.

No person employed by the District shall negotiate or execute any contract on behalf of the District for the purchase, sale or lease of real or personal property, services of any nature, nor for insurance without first having determined the common price for such property, services or insurance, or requesting bids from all potential providers of such property, services or insurance.

No person employed by the District shall allow any matter, concern or interest, personal, financial or otherwise, to influence or interfere with the performance of his or her duties. Should

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such a matter, concern or interest arise, the employee shall bring the matter to the attention of his or her supervisor to seek ways to reduce or eliminate the influence or interference.

Disciplinary Actions: The Board affirms its commitment to adhere to all applicable provisions of law regarding material conflicts of interest.

Knowing or willful violation of this policy by any employee may result in disciplinary action up to and including dismissal.

Any officer, employee, agent, or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter, either in confidence or in public, to the Board President or the Superintendent of Schools.

2 CFR §200.318 c

Adoption: 11/13/2019