

## CONFLICT OF INTEREST

One of the primary goals of the Twin Peaks Charter Academy as spelled out in both the Mission Statement and Guiding Principles is the character development of its students. To set an example for the student body, Board members and Staff are required to conduct themselves in a professional manner whenever their conduct might reflect upon the school. The Board further recognizes that the mere appearance of impropriety can have a detrimental effect upon the Academy and therefore puts forth the following policy concerning dealings between and among Board members, Staff, and any paid professionals who might engage in business with the Academy.

### Definition:

A conflict of interest occurs where there is a divergence between an individual's private interests and his or her professional obligations to the School such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial, personal/family interest, or otherwise. A conflict of interest depends on the situations, and not on the character or actions of the individual.

### Board of Directors:

#### Limitations on Board Members with Employee Family Members:

No member of the Board of Directors may have a family member who is employed by TPCA, nor may they themselves be employed by TPCA. If a family member is considered for employment the affected board member may not be involved in any aspect of the hiring process. Before accepting employment, the affected board member must resign. The Board will declare the seat vacant and initiate the normal process for filling vacancies.

#### Elections of Board Members:

Any parent may run for the Board of Directors. Before initiating a service position on the Board, the family member employee must voluntarily resign employment. If the family member employee does not resign, then the Board member may not serve and will not be seated. The Board will declare the seat vacant and initiate the normal process for filling vacancies.

Former employees will be ineligible for Board of Directors service for the school year following their discontinued employment.

#### Principal and Assistant Principal:

No family member of the Principal or Assistant Principal shall be employed by Twin Peaks Charter Academy.

#### Other Employees:

Except as specifically prohibited in other paragraphs of this policy, it shall be permissible for more than one family member to work at TPCA, provided that no employee of TPCA shall hire any family member to work at TPCA, and no TPCA employee shall evaluate the performance or supervise a family member who is also a TPCA employee. Further, no TPCA parent may be part of the hiring process for a position for which any family member of the parent is being considered for employment.

#### Purchased Goods or Services:

Any proposed purchase of Goods or Services by TPCA from any TPCA Employee, Board member or family member which is in excess of \$300 in any budget year must be approved in advance by unanimous approval of all Board Members without an interest in the transaction.

#### Definitions:

A "family" member, includes but is not limited to:

- Current/former spouse, domestic partner
- Parent/Stepparent
- Children (includes natural, adopted, foster, or other legally placed children)
- Siblings (includes natural, step or half)
- Grandparent
- Grandchild
- In-laws
- Corresponding immediate family members of any employee's spouse or domestic partner members
- People with whom a board member has a romantic relationship.

Prohibition Against Fees, Gifts:

Board members may not accept a fee or other personal benefit that is connected directly or indirectly with the performance of his or her duties of office. In connection with his or her duties, in no instance may a Board member receive a personal gift or in kind, which exceeds \$25 in value.

Disclosure:

A Board Member who has reasonable grounds to believe that he or she has a conflict of interest in a matter that is before the Board of Directors, or a committee, must disclose the general nature of the conflict of interest, and either:

- a) voluntarily withdraw from the meeting,
- b) upon a vote of the majority of the remaining board members, refrain from voting or influencing the discussion of the matter at hand.

Any Board member may challenge another board member(s) on grounds of conflict of interest. Upon such a challenge, the Board of Directors shall immediately hear the reasons for such a challenge and shall decide by recorded vote whether these conflict of interest provisions apply. Should the Board of Directors approve the challenge, then the Board member(s) in question shall comply with a) or b) above.

Grandfather Clause:

At the date of implementation of this policy, any current serving Board member may continue to serve out their current term. A Board member with an employee family member may not serve as a Board officer.

Adopted September 19, 2002

Revised 3-31-05

Renamed T-BCB (was T-GCA) August 25, 2005