

## **BOARD POLICY**

Placentia-Yorba Linda Unified School District

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Bylaws of the Board

9250.1 - BB

### **CONFLICT OF INTEREST CODE FOR THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

The Political Reform Act, Government Code Sections 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) which 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 it 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 its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Placentia-Yorba Linda Unified School District.

Designated employees shall file statements of economic interests with the Placentia-Yorba Linda Unified School District Political Reform Act Filing Officer—the Superintendent or Designee—who will make the statements available for public inspection and reproduction (Government Code Section 82008). Upon receipt of the statements of the members of the Board of Education, the Superintendent, Assistant Superintendents, and Legal Counsel, the Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

Bylaw adopted: January 12, 2010  
Bylaw revised: December 14, 2010  
Bylaw revised: January 10, 2012  
Bylaw revised: October 14, 2014  
Bylaw revised: July 12, 2016  
Bylaw revised: February 7, 2017

**EXHIBIT A**  
**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

**LIST OF DESIGNATED POSITIONS  
CONFLICT OF INTEREST CODE**

Designated Positions	Disclosure Categories
Board of Education	OC-01
Superintendent	OC-01
Deputy Superintendent	OC-01
Assistant Superintendent	OC-01
Elementary Principals	OC-01
Secondary Principals	OC-01
Director, Executive Services	OC-01
Director, Educational Services	OC-01
Director, Special Education	OC-01
Director, SELPA	OC-01
Administrator, Special Education	OC-02
Director, Expanded Learning	OC-01
State Preschool Program Director	OC-01
Supervisor, Child Care	OC-01
Director, Technology	OC-08
Assistant Director, Technology	OC-08
Director of Personnel/Human Resources	OC-11
Director, Fiscal Services	OC-01
Director, Business Services	OC-01
Assistant Director, Fiscal Services	OC-01
Director, Purchasing	OC-01
Buyer, Purchasing	OC-05
Supervisor, Payroll	OC-11
Supervisor, Print Shop/Warehouse	OC-02
Administrator, Risk Management	OC-02
Supervisor, Maintenance	OC-02
Supervisor, Grounds	OC-02
Supervisor, Custodial	OC-02
Executive Director, Maintenance, Facilities, and Construction	OC-01
Director, Nutrition Services	OC-02
Director, Transportation	OC-02
Legal Counsel	OC-01
Consultants	OC-30

Exhibit revised: 2/7/17

**EXHIBIT B**  
**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

<b>Disclosure Category</b>	<b>Disclosure Description</b>
OC-01	All interests in real property in Orange County or the District, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-05	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that provide services, supplies, materials, machinery, equipment (including training and consulting services) used by this department or District.
OC-08	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that develop or provide computer hardware/software, voice data communications, or data processing goods, supplies, equipment, or services (including training and consulting services) used by the department or District.
OC-11	All interests in real property in Orange County or located entirely or partly within district boundaries, as well as investments in, business positions with and income (including gifts, loans and travel payments) from sources that are engaged in the supply of equipment related to recruitment, employment search and marketing, classification, training, or negotiation with personnel; employee benefits, and health and welfare benefits.
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.