

Conflict of Interest Code:

Brookfield Engineering

Science Technology Academy

E 9270 Board Bylaws

Conflict Of Interest

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Brookfield Engineering Science Technology Academy has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Brookfield Engineering Science Technology Academy has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Brookfield Engineering Science Technology Academy Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 4th day of December 2024 at a meeting, by the following vote:

AYES:4___ NOES:0___ ABSENT:___0

Attest:



Board Secretary: Alejandro Soriano_____

Secretary/President

Conflict of Interest Code of the Brookfield Engineering Science Technology Academy. The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources that are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. Investments or business positions in or income from sources that manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Executive Directors "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position Disclosure Category

Governing Board Members 1

Executive Director 1

Special Education Coordinator 2

School Director 2

Intervention Coordinator 3

Student and Family Services Director 2

English Learner and Literacy Director 2

Office Manager 3

Human Resources Director 2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Executive Director or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

07/2019

updated 11/2020

updated 07/22

updated 11/23

updated 08/24

updated 12/24

Conflict of Interest Code:

Chula Vista Elementary School
District

Bylaws of the Board

CONFLICT OF INTEREST

Incompatible Activities

Governing Board Members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board Member's duties as an officer of the District. (Government Code 1126)

Conflict of Interest Code

Board Members and designated employees shall adhere to the District's Conflict of Interest Code adopted pursuant to the provisions of Government Code 87300. This code shall comprise the terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it adopted by the Fair Political Practices Commission, together with a District attachment specifying designated positions and the specific types of disclosure required for each position.

Board Members and designated employees shall submit Statements of Economic Interests to the District in accordance with requirements of the Conflict of Interest Code. These statements shall be available for public inspection and reproduction. (Government Code 81008) Upon receiving the statements of Board Members and the Superintendent, the District shall make and retain copies and shall forward the originals to the code reviewing body. Statements for all other designated employees shall be retained by the District.

When reviewing and preparing Conflict of Interest Codes, the District shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

The Board shall review the District's Conflict of Interest Codes in even-numbered years and notify the code reviewing body by October 1 of that year whether changes are or are not necessary. If changes are necessary, the Board shall send the code reviewing body a copy of the amended Conflict of Interest Code by the established deadline. (Government Code 87306.5)

Financial Interest

Board Members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board Members or designated employees. (Government Code 1090)

Bylaws of the Board

CONFLICT OF INTEREST (continued)

A Board Member shall not be considered to be financially interested in a contract if any of the exceptions set forth in Government Code 1091.5 apply.

A Board Member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board Member shall not vote or debate on the matter or attempt to influence any other Board Member to enter into the contract. Remote interests are specified in Government Code 1091(b) and include the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

If a Board Member or designated employee determines that he/she has a financial interest in a decision, this determination shall be disclosed and made a part of the official Board minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. (Code of Regulations, Title 2, Section 18700)

A Board Member shall abstain from voting on personnel matters that uniquely affect a relative of the Board Member. A Board Member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes that individual's parents, grandparents, and great-grandparents; children, grandchildren, and great-grandchildren; brothers and sisters; aunts and uncles; nieces and nephews; and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board Member who manages public investments pursuant to Government Code 87200 and who has financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

Bylaws of the Board

CONFLICT OF INTEREST (continued)

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code 87105)
2. Recuse himself/herself from discussing and voting on the matter, to avoid acting in violation of Government Code 87100. This Board Member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)
3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)
4. If the item is on the consent calendar, the Board Member must recuse himself/herself from discussing or voting on that matter, but the Board Member is not required to leave the room during action on or discussion of the consent calendar. (2 CCR 18702.5)

The Board Member may speak on the issue during the time that the general public speaks on the issue. The Board Member shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/She may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board Member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board Members shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law. (Government Code 89503)

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89503)

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code 89506.

A gift of travel does not include travel provided by the District for Board Members and designated employees. (Government Code 89506)

Honoraria

Board Members shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering. (Government Code 89501, 89502)

Designated employees shall not accept any honorarium as defined above if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89502)

The term "honorarium" does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes.

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office
35107 School district employees
35230-35240 Corrupt practices, especially:
35233 Prohibitions applicable to members of governing boards
41000-41003 Moneys received by school districts

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
81000-91015 Political Reform Act of 1974, especially:
82011 Code reviewing body
82019 Definition of designated employee
82028 Definition of gifts
82030 Definition of income
87100-87103.6 General prohibitions
87200-87210 Disclosure
87300-87313 Conflict of interest code
87500 Statements of economic interests
89501-89503 Honoraria and gifts
91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

18100-18997 Regulations of the Fair Political Practices Commission, especially:
18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)
92 Ops.Cal.Atty.Gen. 19 (2009)
89 Ops.Cal.Atty.Gen. 217 (2006)
86 Ops.Cal.Atty.Gen. 138 (2003)
85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops. Cal. Atty.-Gen. 171 (1985)
65 Ops. Cal. Atty.-Gen. 606 (1982)
63 Ops.Cal.Atty.Gen. 868 (1980)

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: www.csba.org

Fair Political Practices Commission: www.fppc.ca.gov

Institute of Local Government: www.ca-ilg.org

Bylaw

Adopted: 09/27/94

Revised: 02/21/95

Revised: 12/12/95

Revised: 09/03/96

Revised: 09/14/04

Revised: 10/24/12

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California

Bylaws of the Board

CONFLICT OF INTEREST

Designated Positions and Disclosure Requirements

1. Persons occupying the following positions are designated employees in Category 1:

Governing Board Members
Superintendent of Schools
Deputy Superintendent
Assistant Superintendents

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any land owned or used by the District. Such interests include any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources that:
 - (1) Are engaged in the acquisition or disposal of real property within the District.
 - (2) Are contractors or subcontractors that are or have been within the past two years engaged in work or services of the type regularly used by the District.
 - (3) Manufacture or sell supplies, books, machinery, or equipment of the types used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

Executive Director of Human Resources, Teacher Residency, and Charter Schools
Executive Director of Special Education and Instruction Services and Support
Executive Director of Curriculum and Instruction Services and Support
Executive Director of Language Development
Senior Director, Curriculum and Instruction Services Support
Senior Director of Student, Family, Community, and Instruction Services and Support
Senior Director of Information Technology Services and Support
Senior Director of Early Childhood Education

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Senior Director of Human Resources
Senior Director of Leadership and Learning
Principal/Director
Principal I
Principal II
Benefits/Risk Management Manager
Benefits/Risk Management Senior Manager
Chief Operations Officer
Communications Officer
Director of Communications
Director of Attendance, Wellness & Student Supports
Director of Child Nutrition Services
Director of Early Childhood Education
Director of ELOP (Expanded Learning Opportunities Program)
Director of Fiscal Services and Support
Director of Innovation - Instructional Services
Director of Leadership Development, Equity, and Access
Director of Multi-Tiered System of Supports
Director of Maintenance and Operations
Director of Special Education & Pupil Services
Director of Transportation
Associate Principal/Academy Director
Community Collaborative Director
Coordinator of Athletics Programs
Coordinator of Early Childhood Education Services
Coordinator of Expanded Learning Opportunities Program
Coordinator of Leadership, Development, Equity and Access
Coordinator of Multi-Tiered System of Supports
Coordinator of Parent Engagement Liaison
Coordinator of Physical Education, Health, and Wellness
Coordinator Pupil Services
Coordinator of Special Education and Pupil Services
Coordinator of Special Education/District Behavior Team
Coordinator of Student Support Services
Coordinator of Visual and Performing Arts
District Community School Director
District Social Worker
Lead Mental Health Specialist
Program Specialist

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Accounting Manager
Emergency Preparedness and Security Manager
Facilities Maintenance Manager
Facilities Operations Manager
Facilities Planning Manager
Finance Director
Grounds, Safety, and Maintenance Manager
Instructional Services Coordinator
Manager of Network Services, Computer Hardware Support, & Publishing Operations
Math Coordinator
Payroll Manager
Purchasing, Publications, and Warehouse Manager
Safety, Environmental, and Maintenance Manager
Security Program & Safety Operations Manager
Special Education Coordinator
Student Placement Manager
Senior Grant Writer
Superintendent and Board of Education Administrative Manager

Designated persons in this category must report investments or business positions in or income from sources that:

- a. Are contractors or subcontractors engaged in work or services of the types used by the department that the designated person manages or directs.
 - b. Manufacture or sell supplies, books, machinery, or equipment of the types used by the department that the designated person manages or directs. For the purposes of this category, a Principal's department is his/her entire school.
3. Consultants are designated employees that must disclose financial interests as determined on a case-by-case basis by the Superintendent/designee. The Superintendent/designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

A consultant is an individual who, pursuant to a contract with the District, makes any of several specified governmental decisions whether to: (2 CCR 18701)

Bylaws of the Board

CONFLICT OF INTEREST (continued)

- a. Approve a rate, rule, or regulations.
- b. Adopt or enforce a law.
- c. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement.
- d. Authorize the District to enter into, modify, or renew a contract that requires District approval.
- e. Grant District approval to a contract or contract specifications that require District approval and in which the District is a party.
- f. Grant District approval to a plan, design, report, study, or similar item.
- g. Adopt or grant District approval of District a policy, standard, or guideline.

A consultant is also an individual who, pursuant to a contract with the District, serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code (2 CCR 18701).

Exhibit

Adopted: 09/27/94

Revised: 02/07/95

Revised: 08/31/98

Revised: 04/11/00

Revised: 02/20/01

Revised: 05/21/02

Revised: 09/14/04

Revised: 09/19/06

Revised: 09/16/08

Revised: 10/14/10

Revised: 09/09/20

Revised: 10/19/22

Revised: 09/11/24

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California

Conflict of Interest Code:

Grossmont Union High School
District

**CONFLICT OF INTEREST CODE FOR
GROSSMONT UNION HIGH SCHOOL DISTRICT**

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 adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code and 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 corresponding exhibit (E9270) designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the Grossmont Union High School District.

Individuals holding positions designated in Appendix I shall file their statement directly with the Clerk of the Board of Supervisors via the County's online eDisclosure system.

Individuals holding positions designated in Appendix II shall file their statements with the Grossmont Union High School District, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.)

Appendix I

Designated Positions	Disclosure Categories
Assistant Superintendent, Business Services	1
Assistant Superintendent, Educational Services	1
Assistant Superintendent, Human Resources	1
CBOC-Citizen's Bond Oversight Committee	1
Chief of Staff	1
Director, Purchasing	1
Director I, Adult Education	2,3
Director I, College & Career Readiness	2,3
Director I, Human Resources	2,3
Director I, Special Education	2,3
Director I, Student and Family Engagement, Learning and Innovation	2,3
Director I, Student Support Services & Alternative Education	2,3
District Superintendent	1
Executive Director, Communications	2,3
Executive Director, Educational Technology Services	1
Executive Director, Facilities Management	1
Executive Director, Fiscal Services	1
Governing Board	1
Internal Auditor	1

Appendix II

Designated Positions	Disclosure Categories
Administrative Coordinators	4,6
Assistant Principals	4,6
Benefit Services Coordinator	2,3
Buyers	3
*Contract Consultants	2,3
Coordinator, Testing & Accountability	2,3
Director, Food Services & Warehouse	2,3
Director, Maintenance & Operations	2,3
Director, Risk Management and Compliance	2,3,5

Director, Technical Services	2,3
Director, Transportation	2,3
Director II, Accountability, State and Federal Programs	2,3
Director II, Adult Education	4,6
Director II, College and Career Readiness	2,3
Director II, ELL Ed Programs	2,3
Director II, Extended Curricular Programs	2,3
Director II/Principal, Home Choice	2,3
Director II, Special Education	2,3
Director II, Student Support Services	2,3
Manager, Fiscal Services	1
Manager, Payroll	2,3
Manager, School Facilities	4,6
Operations Manager, Maintenance & Operations	4,6
Principals	4,6
Senior Project Manager, Planning & Construction	1

* Contract consultants who make or participate in the making of decisions which may foreseeably have a material effect on the economic interests of the District. Such contract consultants shall disclose pursuant to the disclosure requirements in this code subject to the following limitations:

The Superintendent may determine in writing 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 comply fully 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 requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned. Please see FPPC Form 700 instructions for more detailed information.

Disclosure Category 1

Interests in real property located, excluding personal residence, within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from all sources.

Disclosure Category 2

Interests in real property, excluding personal residence, located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that are of the type to request an entitlement to use agency property or facilities, including, but not limited to:

1. A license
2. Utility permit
3. Station vendor permit.

Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- None at time of update

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200

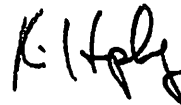
Conflict of Interest Code:
Guajome Learning Centers

**GUAJOME LEARNING CENTERS
CONFLICT-OF-INTEREST CODE**

The Political Reform Act (Govt. Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 CCR § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits A and B, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of Guajome Learning Centers, which operates Guajome Learning Centers (or "Charter School").

Individuals holding designated positions shall file their Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors online eFiling system.

APPROVED AND ADOPTED by the Board of Directors of Guajome Learning Centers on the 6th day of March, 2025.



Guajome Learning Centers Superintendent

I, the undersigned, do hereby certify:

1. That I am the Secretary of the Guajome Learning Centers Board of Directors; and
2. That the foregoing Conflict-of-Interest Code constitutes the Conflict-of-Interest Code of said school as duly adopted by the school's Board of Directors on March 6, 2025.

Secretary Name Dawn Voss

Secretary Signature Dawn Voss

Guajome Learning Centers Board of Directors

EXHIBIT A
DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	I
Charter School Superintendent	I
General Counsel	I
Business Services	I
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing 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 requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Govt. Code § 81008.)

EXHIBIT B
DISCLOSURE CATEGORIES

Category I

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of any county in which the Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra-curricular courses.
- c. Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Category II

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category III

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

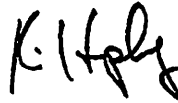
Conflict of Interest Code:
Guajome Park Academy

**GUAJOME PARK ACADEMY
CONFLICT-OF-INTEREST CODE**

The Political Reform Act (Govt. Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 CCR § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits A and B, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of Guajome Park Academy, which operates Guajome Park Academy (or "Charter School").

Individuals holding designated positions shall file their Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors' online eFiling system.

APPROVED AND ADOPTED by the Board of Directors of Guajome Park Academy on the 6th day of March 2025.



Guajome Park Academy Superintendent

I, the undersigned, do hereby certify:

1. That I am the Secretary of the Guajome Park Academy Board of Directors; and
2. That the foregoing Conflict-of-Interest Code constitutes the Conflict-of-Interest Code of said school as duly adopted by the school's Board of Directors on March 6, 2025.

Secretary Name Dawn Voss

Secretary Signature Dawn Voss

Guajome Park Academy Board of Directors

EXHIBIT A
DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	I
Charter School Superintendent	I
General Counsel	I
Business Services	I
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing 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 requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Govt. Code § 81008.)

EXHIBIT B
DISCLOSURE CATEGORIES

Category I

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of any county in which the Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra-curricular courses.
- c. Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Category II

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category III

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Conflict of Interest Code:

Harbor Springs Charter School

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



☒ **HARBOR SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **VISTA SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **PACIFIC SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Harbor, Vista, Pacific Springs Charter School hereby adopts this Conflict of Interest Code which shall apply to all governing board members, candidates for members of the governing board, and all other designated employees of Harbor, Vista, Pacific Springs Charter School, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held the interest in real property, the business position, or source of income may be foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School Decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Superintendent, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/ her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board Member shall then refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest in all categories defined in “Exhibit B” (i.e., categories 1, 2, and 3).
 - A. Members of the Governing Board
 - B. Candidates for Members of the Governing Board
 - C. Corporate Officers (President, Treasurer, Secretary)
 - D. Superintendent of Charter School
 - E. Assistant Superintendents
 - F. Consultant: Chief Financial Consultant
 - G. Director of Facilities
 - H. Senior Director of Facilities

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of “Exhibit B”.
 - A. Controllers

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of “Exhibit B”.
 - A. Principals’
 - B. B. Directors
 - C. Senior Directors
 - D. Assistant Directors
 - E. Financial Analyst
 - F. Payroll Manager
 - G. Purchasing Lead
 - H. Safety and Risk Manager

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency).

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.

Category 2 Reporting:

- A. Investments or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

A. Investments in or income from business entities which are contractors or sub- contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.

Conflict of Interest Code:

Pacific Springs Charter School

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



- ☒ **HARBOR SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024
- ☒ **VISTA SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024
- ☒ **PACIFIC SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Harbor, Vista, Pacific Springs Charter School hereby adopts this Conflict of Interest Code which shall apply to all governing board members, candidates for members of the governing board, and all other designated employees of Harbor, Vista, Pacific Springs Charter School, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held the interest in real property, the business position, or source of income may be foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School Decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Superintendent, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/ her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board Member shall then refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).

- A. Members of the Governing Board
- B. Candidates for Members of the Governing Board
- C. Corporate Officers (President, Treasurer, Secretary)
- D. Superintendent of Charter School
- E. Assistant Superintendents
- F. Consultant: Chief Financial Consultant
- G. Director of Facilities
- H. Senior Director of Facilities

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of "Exhibit B".

- A. Controllers

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B".

- A. Principals'
- B. B. Directors
- C. Senior Directors
- D. Assistant Directors
- E. Financial Analyst
- F. Payroll Manager
- G. Purchasing Lead
- H. Safety and Risk Manager

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency).

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.

Category 2 Reporting:

- A. Investments or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

A. Investments in or income from business entities which are contractors or sub- contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.

Conflict of Interest Code:

San Diego County Regional
Airport Authority

ATTACHMENT A

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 2 - ETHICS**
PART 2.3 - CONFLICTS OF INTEREST
SECTION 2.30 - CONFLICTS OF INTEREST

(a) The California Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission ("FPPC") has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the FPPC to conform to amendments in the California Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the FPPC, along with the attached Appendix, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Authority.

(b) Designated employees shall file Statements of Economic Interests with the Authority Clerk which will make the statements available for public inspection and reproduction (Cal. Gov. Code Section 81008). Upon receipt of the completed Statements of Economic Interest, the Authority Clerk shall date stamp and retain the original statements for all designated employees (Cal. Gov. Code Section 87500 (p)). The original Statements of Economic Interest for heads of agencies, and members of boards or commissions (i.e. President/CEO, General Counsel, Chief Auditor, Vice Presidents, Board Member, and Public Committee Members) will be forwarded to the Clerk of the San Diego County Board of Supervisors (Cal. Gov. Code Section 87500 (k) and the Authority will maintain a copy.

(c) Appendices

(1) Appendix A - Designated Employee Positions

LIST OF DESIGNATED POSITIONS	*ASSIGNED DISCLOSURE CATEGORY
Accounting Manager	4
Administrative Services Manager	4
Airport Art Program Manager	4
Airport Art Program Coordinator II	4
Airport Properties Operations Coordinator	4
Air Service Program Manager	4
Airside Operations Duty Manager II	2, 4
Airside & Terminal Resource Systems Manager	4

Application Development Analyst	4
Asset Manager	2, 4
Associate Airport Planner	2, 4
Assistant Authority Clerk II	4
Associate Asset Manager	4
Associate Engineer	2, 4
Attorney	1
Auditor	1***
Board Member	1
Chief Auditor	1***
Construction Manager	2, 4
Consultant*	1**
Cost Analyst	2, 4
Customer Relations Manager	4
Database Administrator	4
Director, Accounting	1
Director, Airport Design & Construction	1
Director, Airport Planning & Environmental Affairs	1
Director, Aviation Security & Public Safety	1
Director, Board Services/Authority Clerk	1
Director, Capital Financial Planning & Airline Relations	1
Director, Communications	1
Director, Counsel Services	1
Director, Customer Experience & Innovation	1
Director, Facilities Management	1
Director, Financial Planning and Budget	1
Director, Government Relations	1
Director, Ground Transportation	1
Director, Information & Technology Services	1
Director, Marketing & Air Service Development	1
Director, Procurement	1
Director, Revenue Management	1
Director, Talent, Culture & Capability	1
Director, Terminal & Airside Operations	1
Document Control Manager	4
Financial Analyst I/II	4
General Counsel	1
Geographic Information System & Computer Aided Design System Manager	4

Human Resources Analyst I/II	4
Human Resources Information Systems Analyst II	4
IT Project Manager	4
Innovation Program Manager	4
Labor Compliance Supervisor	3, 4
Maintenance Project Inspector	3, 4
Management Analyst	4
Manager, Airport Finance	4
Manager, Airport Planning	2, 4
Manager, Airside Operations	4
Manager, Audit Services	1***
Manager, Aviation Security & Law Enforcement	3, 4
Manager, Business Analytic	4
Manager, Business & Systems Applications	4
Manager, Customer Experience Design	4
Manager, Contracts	4
Manager, Emergency Preparedness & Public Safety	3, 4
Manager, Energy & Water Management	4
Manager, Environmental Affairs	2, 4
Manager, Facilities Management	2, 4
Manager, Government & Community Relations	4
Manager, Ground Transportation	4
Manager, HR Business Partnerships	4
Manager, HR Operations	4
Manager, Infrastructure Operations	4
Manager, Insurance & Construction, Risk	2, 4
Manager, Learning & Capability	4
Manager, Procurement & Contract Services	4
Manager, Safety & Labor Compliance	2, 4
Manager, Service Desk & IT Terminal Operations	4
Manager, Small Business Development	4
Manager, Terminal Operations	4
President/CEO	1
Procurement Analyst I/II	4
Program Manager, Engineering & Construction	2, 4
Program Manager, Concessions	2, 4
Project Analyst	4
Project Controls Analyst	4
Project Manager	4

Public Audit, and Art Advisory Committee Members)	1
Purchasing Card Program Analyst	4
Quality Control Manager	3, 4
Quieter Home Program Coordinator	2, 4
Risk Management Analyst I/II	4
Safety & Loss Prevention Analyst I/II	4
Security & Public Safety Analyst I/II	4
Senior Accountant	4
Senior Airport Planner	2, 4
Senior Airside Operations Duty Manager	2, 4
Senior Applications Development Analyst	4
Senior Attorney	1
Senior Auditor	1***
Senior Construction Inspector	2,3
Senior Cost Analyst	2,4
Senior Director, External Relations	1
Senior Engineering Technician	2,4
Senior Financial Analyst	4
Senior Human Resource Analyst	4
Senior Maintenance Project Inspector	2,3
Senior Management Analyst	3
Senior Manager, Arts Program	4
Senior Manager, Construction Services	2,4
Senior Manager, Information Technology	4
Senior Manager, Marketing	4
Senior Marketing Specialist	4
Senior Procurement Analyst	4
Senior Project Controls Analyst	2,4
Senior Risk Management Analyst	4
Senior Systems Support Analyst	4
Senior Terminal Operations Coordinator	4
Small Business Development Program Coordinator	4
Small Business Development Program Manager	2,4
Systems Support Analyst I/II	4
Terminal Operations Coordinator	4

Vice President & Chief Development Officer	1
Vice President, Treasurer & Chief Financial Officer	1
Vice President & Chief Operations Officer	1
Vice President, Marketing, Innovation & Chief Revenue Officer	1

- * Consultants are persons who meet the definition found in 2 Cal. Code of Regs. Section 18700.3.
- ** Consultants shall disclose pursuant to Category 1, the broadest disclosure category in this Conflict of Interest Code, unless the President/CEO determines in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Appendix. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the President/CEO is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.
- *** Pursuant to 2 Cal. Code of Regs. Section 18733, an employee in this category may file a Form 700A.

(2) Appendix B - Disclosure Categories

General Provisions. The Authority has jurisdiction throughout the County of San Diego (hereinafter "County"). Accordingly, when a designated employee or individual is required to disclose investments, business positions, and sources of income, they need only disclose investments in business entities and sources of income that do business in the County, plan to do business in the County, or have done business in the County within the past two (2) years. In addition to other activities, a business entity is doing business within the County if it owns real property within the County. When a designated employee or individual is required to disclose real property, they need only disclose that which is located in whole or in part within or not more than two (2) miles outside the boundaries of the County or within two (2) miles of any land owned or used by the Authority.

Definition of Disclosure Categories

Category 1 - Designated employees assigned to Category 1 shall report as follows:

Business positions, investments and sources of income that are either located in or doing business in the County, are planning to do business in the County, or have done business in the County in the past two (2) years.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County.

Category 2 - Designated employees assigned to Category 2 shall report as follows:

Investments and business positions in business entities, and income from sources that engage in land development, construction, or the acquisition or sale of real property.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County, or property located within a two (2) mile radius of any property owned or used by the Authority.

Category 3 - Designated employees assigned to Category 3 shall report as follows:

All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the Authority.

Category 4 – Designated employees assigned to Category 4 shall report as follows:

Investments and business positions in business entities and sources of income including those that provide services, supplies, materials, machinery or equipment of the type utilized by the Authority or any individual department of the Authority.

[Amended by Resolution No. 2024-0098 dated December 5, 2024]
[Amended by Resolution No. 2022-0087 dated October 6, 2022]
[Amended by Resolution No. 2020-0081 dated September 3, 2020.]
[Amended by Resolution No. 2018-0090 dated September 13, 2018.]
[Amended by Resolution No. 2016-0072 dated September 15, 2016]
[Amended by Resolution No. 2014-0083 dated September 4, 2014]
[Amended by Resolution No. 2012-0089 dated September 6, 2012]
[Amended by Resolution No. 2010-0090 dated September 2, 2010]
[Amended by Resolution No. 2008-0107 dated September 4, 2008]
[Amended by Resolution No. 2006-0133 dated November 13, 2006]
[Amended by Resolution No. 2004-0097 dated October 4, 2004]
[Adopted by Resolution No. 2002-02 dated September 20, 2002]

Conflict of Interest Code:

San Diego Unified Port District

**CONFLICT OF INTEREST CODE
OF THE
SAN DIEGO UNIFIED PORT 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 2 Cal. Adm. Code Section 18730, which contains the standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the provisions of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix A, in which officials and employees are designated, and Appendix B and Appendix C, in which disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the San Diego Unified Port District (District). Designated employees listed in Appendix A of the Conflict of Interest Code of San Diego Unified Port District shall disclose those financial interests which are within the categories represented by the numbers following the listed position as described in Appendix B and Appendix C. Designated employees shall file Statements of Economic Interests pursuant to 2 Cal. Adm. Code Section 18730 and this Code.

Individuals holding designated positions shall file their statements of economic interests (statements) with the Office of the District Clerk (District Clerk), which will make the statements available for public inspection and reproduction in accordance with Government Code Section 81008. Upon receipt of the statements for the Members of the Board of Port Commissioners, the District Clerk shall make and retain copies and forward the originals to the Clerk of the San Diego County Board of Supervisors in accordance with Government Code Section 87500. All other statements will be retained by the District Clerk. Staff Form 700 filers may utilize electronic signatures in accordance with Fair Political Practices Commission guidelines and instructions from the District Clerk.

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B243-CN21	Accountant	IV
B254-UE03	Accounting Supervisor	IV
B210-UE03	Applications Developer	VII
B300-CE03	Architect	I
B821-UE03	Area Real Estate Manager	I
B279-UE03	Asset Manager	I
B230-CN03	Assistant Asset Manager	I
A2013-UE11	Assistant Chief of Harbor Police/Public Safety	I
A2075-UE24	Assistant Director of Development Services	I
A2075-UE22	Assistant Director, Engineering-Construction	I
A2030-UE15	Assistant Director, General Services	I
A2076-UE24	Assistant Director of People Services	I
A2001-UE20	Assistant Director, Real Estate	I
B206-CN03	Assistant Engineer	I
B315-CN15	Assistant Environmental Specialist	I
Appointee holds same class number as current class	Assistant Executive Director/Acting President/Acting Chief Executive Officer – Board Appointee	I
A1010-UE14	Assistant General Counsel	I
B917-UE16	Assistant Parking Manager	I
B320-CN16	Assistant Planner	I
B221-UE16	Assistant Port Auditor	I
B263-CN16	Assistant Procurement Analyst	III
A2058-UE16	Assistant Vice President	I
A1381-UE03	Assistant Vice President, Administrative Services	I
A2076-UE23	Assistant Vice President, General Services	
A1035-UE08	Assistant Vice President, Government Relations & Communication	I
A1220-UE03	Assistant Vice President, Operations	I
B205-CE21	Associate Engineer	I
B310-CE17	Associate Environmental Specialist	I
B306-CE17	Associate Planner	I
	Audit Committee	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B248-UE11	Business Intelligence Analyst	VII
B843-UE08	Business Intelligence Supervisor	VII
B232-UE15	Business Systems Analyst	VII
B225-UE14	Business Systems Supervisor	VII
A1150-UE03	CFO/Treasurer	I
B214-UE21	Capital Project Manager	I
A1201-UE03	Chief Engineer	I
A2067-UE17	Chief Information Security Officer	VII
A2057-UE16	Chief Technology Officer	VII
	Chula Vista Bayfront Facilities Financing Authority Port filers (Per JEPA Bylaws)	I
C313-CN03	Civil Designer	I
B958-CE24	Civilian Manager	II
B177-UN21	Commissioner Services Assistant	VIII
C314-CN15	Construction Inspector	II
C312-CN05	Construction Inspector Supervisor	II
	Consultants	Appendix C
B619-UE07	Database Administrator	VII
B809-UE03	Department Administrative Manager	II
B810-UE08	Department Business Manager	II
B907-UE18	Department Manager, Development Services	I
B877-UE15	Department Manager, Financial Services	I
B874-UE17	Department Manager, Real Estate	I
B660-UE21	Deputy District Clerk/Docket Coordinator	I
B655-UE21	Deputy District Clerk/Records Manager	I
A2043-UE14	Deputy General Counsel I	I
A2044-UE14	Deputy General Counsel II	I
A2045-UE14	Deputy General Counsel III	I
A2046-UE14	Deputy General Counsel IV	I
A2060-UE16	Deputy General Counsel V	I
B240-UE16	Deputy Port Auditor I	I
B208-UE17	Deputy Port Auditor II	I
A1155-UE15	Deputy Treasurer	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B951-UE22	Development Manager	I
A2064-UE17	Director, Development Services	I
A2068-UE18	Director, Environmental Conservation	I
A2063-UE17	Director, Environmental Protection	I
A1350-UE15	Director, Financial Services	I
A1396-UE15	Director, General Services	I
A2056-UE21	Director, Guest Experiences	I
A1900-UE19	Director, Information Technology	VII
A1700-UE15	Director, Maritime	I
A1395-UE16	Director, Marketing & Communications	V
A2066-UE21	Director, Parks & Recreation	I
A1400-UE23	Director, People Services	I
A2065-UE17	Director, Planning	I
(moved to alphabetical order)A2047-UE15	Director, Procurement/Chief Procurement Officer	I
A1225-UE17	Director, Real Estate	I
(moved to alphabetical order)A2074-UE22	Director, Safety	I
A1365-UE03	District Clerk	I
B234-UE21	Diversity, Equity, & Inclusion Analyst	II
B945-UE21	Diversity, Equity, & Inclusion Business & Community Partner	VI
B942-UE18	Enterprise Architect	VII
B927-UE17	Enterprise Operations Manager	VII
C329-CN14	Environmental Compliance Inspector	II
A1000-UE03	Executive Director (President/CEO) – Board Appointee	I
A1165-UE21	Executive Vice President/Chief of Staff	I
B949-UE21	External Community Relations Partner	I
B623-UE22	Facility Security Officer	I
B135-UN15	Financial Analyst	IV
A1005-UE14	General Counsel – Board Appointee	I
B937-UE17	Geographic Information Systems Analyst III	VII

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B894-UE17	Geographic Information Systems Supervisor	VII
B802-UE03	Grants Coordinator	I
A2011-UE17	Harbor Police Captain	I
B285-UE22	Homeland Security Program Manager	I
B898-UE16	IT Infrastructure Engineer III	VII
B899-UE16	IT Infrastructure Engineer IV	VII
B908-UE16	IT Project Manager	VII
B932-UE17	IT Systems Engineer III	VII
B933-UE17	IT Systems Engineer IV	VII
B929-UE17	IT Business Partner	VII
B200-UE15	Information Technology Security Analyst	VII
B226-UE14	Infrastructure Supervisor	VII
B272-CN21	Land Surveyor	X
B925-CN17	Lead Mapping and Outreach	VII
B850-UE16	Legislative Policy Administrator	V
B954-UE22	Legislative Policy Analyst	V
F605-CER03	Maintenance Supervisor	II
C310-CER19	Maintenance Support Supervisor	II
B303-UE21	Management Analyst	I
B833-UE13	Manager, Business Development & Recreation Services	I
B865-UE21	Manager, Commissioner & Executive Services	VIII
B155-UE17	Manager, Distribution & Storage	III
B831-UE21	Manager, Diversity, Equity, & Inclusion	II
B827-UE15	Manager, Engineering-Construction	I
B805-UE03	Manager, Financial Services	IV
B881-UE15	Manager, Grants and Policy	II
B928-UE17	Manager, IT Business Partner	VII
B808-UE12	Manager, Maintenance System	III
B878-UE15	Manager, Maritime Commercial Trade and Properties	I
B815-UE15	Manager, Maritime Operations	II

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B816-UE06	Manager, Maritime Trade Development	I
B862-UE12	Manager, Marketing & Communications	V
B400-UE22	Manager, Office of General Counsel Administration	I
B807-UE03	Manager, Operations & Maintenance	II
B811-UE23	Manager, People Services	II
B820-UE06	Manager, Procurement Services	III
B227-CNR03	Marine Terminal Supervisor	II
B920-CER03	Marine Terminal Supervisor (Exempt)	II
B236-CE03	Marketing/Public Relations Representative	V
B219-UE15	Network Systems Analyst	VII
B405-UN14	Paralegal	I
B952-UE22	Paralegal/Assistant Manager, Office of General Counsel Administration	I
B260-CN03	Park Permit Coordinator	II
B901-UE16	Parking Manager	I
A1009-UE19	Port Auditor – Board Appointee	I
B626-UE22	Port Security Manager	IX
B960-CE24	Principal Biologist	I
B238-UE03	Principal Marketing/Public Relations Representative	V
B956-UE23	Principal Outreach Specialist	I
B938-UE18	Principal, Economics and Policy	I
B880-UE16	Principal, Maritime Business Development	I
B902-UE16	Principal, Maritime Business Retention	I
B957-UE23	Principal, Social Media	V
B867-UE14	Principal, Special Projects	I
B948-UE21	Principal, Strategic Planning	I
B266-CN15	Procurement Analyst I	III
B265-CE15	Procurement Analyst II	III
B269-UE15	Procurement Supervisor	III
B886-UE20	Program Director	III
B282-UE21	Program Manager	I
B885-UE16	Program Manager, Aquaculture & Blue Tech	I
B891-UE16	Program Manager, Energy & Sustainability	II
B883-UE16	Program Manager, Engineering-Construction	I
B887-UE21	Program Manager, Planning & Environment	I
B875-UE15	Program Manager, Real Estate	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B959-UE24	Project Labor and Compliance Administrator	VI
B209-UE21	Project Manager	II
B903-UE16	Project Review Associate	I
B865-UE18	Public Information Officer	V
B650-UE14	Risk and Safety Manager	I
B617-UE03	Risk Management Administrator	I
B615-UE03	Risk Management Analyst	II
B607-CN14	Safety Specialist II	III
B245-CE21	Senior Accountant	IV
B281-UE03	Senior Applications Developer	VII
B229-UE03	Senior Asset Manager	I
B844-UE15	Senior Business Intelligence Analyst	VII
B231-UE15	Senior Business Systems Analyst	VII
C311-CN15	Senior Construction Inspector	II
A2061-UE17	Senior Deputy General Counsel	I
B286-UE21	Senior Diversity, Equity, & Inclusion Analyst	II
B204-CE03	Senior Engineer	I
B309-UE17	Senior Environmental Specialist	I
B276-UE15	Senior Financial Analyst	IV
B616-UE03	Senior IT Auditor	VII
B946-CE21	Senior Land Surveyor	X
B201-UE15	Senior Management Analyst	I
B941-CN18	Senior Multi-Media Specialist	V
B9444-UE23	Senior People Services Analyst	II
B259-UE17	Senior Planner	I
B819-UE21	Senior Policy Administrator	II
B646-UE03	Senior Project Architect	I
B100-UE21	Senior Project Manager	I
B817-UE03	Senior Project Office Administrator	I
B871-UE15	Senior Systems Administrator	VII
B622-UE03	Senior Trade Account Representative	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B962-UE24	Small Business Enterprise Administrator	II
B237-CE03	Special Events Associate	V
B953-UE22	Special Projects Manager	I
B879-UE15	Systems Administration Supervisor	VII
B870-UE15	Systems Administrator	VII
B700-UE03	Systems Support Supervisor	VII
B179-CN03	Travel Services Coordinator	VIII
A1037-UE16	Vice President	I
A1025-UE03	Vice President, Administration/ CAO	I
A1015-UE21	Vice President, Real Estate	I
A2072-UE21	Vice President, Facilities & Engineering	I
A2069-UE19	Vice President, Maritime	I
A2070-UE19	Vice President, Marketing & Communications	I
A2071-UE21	Vice President, Planning & Environment	I
A1500-UE03	Vice President, Public Safety/Chief of Harbor Police	I
A1026-UE21	Vice President, Strategy & Policy	I
B961-UE24	Workforce Partnership Administrator	II

The following individuals must file Statements of Economic Interests pursuant to Government Code Section 87200 and are listed below for informational purposes only:

Port Commissioner

Chief Engineer

District Clerk

Executive Director

Port Attorney

Port Auditor

Treasurer (CFO/Treasurer)

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance of written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix B:
Disclosure Categories for Designated Positions**

Category I

All sources of income, interests in real property and investments and business positions in business entities located in or doing business in member cities and unincorporated parts of San Diego County plus 2 miles.

Category II

All sources of income, investments and business positions in business entities located in or doing business in member cities and unincorporated parts of San Diego County plus 2 miles.

Category III

Investments and business positions in business entities and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.

Category IV

Investments and business positions in business entities and sources of income, which provide financial services of the type utilized by the agency.

Category V

Investments and business positions in business entities and sources of income, which provide marketing services or communication services of the type utilized by the agency.

Category VI

Investments and business positions in business entities and income from sources which are providers of health care services, including but not limited to pharmacies, physicians, etc.

Investments and business positions in business entities and/or nonprofit corporations and income from sources which may be the recipient of patient referrals for the delivery of health care services or supplies by the employee's hospitals.

Investments and business positions in business entities and income from sources which are providers and/or the deliverers of pension and benefit services.

Investments and business positions in business entities or nonprofit corporations and income from sources which are of the type which provide consultant services to any business entity or nonprofit corporation made reportable by this disclosure category.

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix B:
Disclosure Categories for Designated Positions**

Category VII

Investments and business positions in business entities and sources of income which provide data processing or computer services, supplies, materials, machinery or equipment of the type utilized by the agency.

Category VIII

Investments and business positions in business entities and sources of income, which provide travel services of the type utilized by the agency.

Category IX

Investments and business positions in business entities and sources of income, which provide Port/Seaport security or related Homeland Security services of the types utilized by the agency.

Category X

Investments and business positions in business entities and sources of income, which provide land surveying services of the type utilized by the agency.

San Diego Unified Port District

Conflict of Interest Code

Appendix C

Consultant Disclosure

Definition: Fair Political Practices Commission regulation [2 Cal. Code of Regs. Section 18700] defines “consultant” as an individual who, pursuant to a contract with a state or local governmental agency:

- (a) Makes a governmental decision whether to:
 - (1) Approve a rate, rule or regulation;
 - (2) Adopt or enforce a law;
 - (3) Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (6) Grant agency approval to a plan, design, report, study, or similar item;
 - (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision of the agency; or
 - (b) Serves in an ongoing staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s local conflict of interest code.
- “Consultant” does not serve in an ongoing staff capacity when:
- (1) Conducting research and arriving at conclusions with respect to his or her rendition of information, advice, recommendation or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and
 - (2) He or she possesses no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel and only provides services on a sporadic basis.

Disclosure requirements for Sections (a) & (b) above:

Section (a): Investments and business positions in business entities and sources of income, which provide the type of services utilized by the agency.

Section (b): Consultants who serve in a staff capacity shall disclose those financial interests listed in the assigned disclosure category for the corresponding staff position listed in Appendix A.

San Diego Unified Port District

Conflict of Interest Code

Appendix C

Consultant Disclosure

The Executive Director may determine in writing 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 comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Conflict of Interest Code:

San Dieguito Water District

ARTICLE 11 CONFLICT OF INTEREST CODE

Section 11.1. Purpose.

- (a) The Political Reform Act of 1974 (Government Code Section 81000 et seq.) (the “Act”) requires the District to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation, the California Code of Regulations Section 18730, which contains the terms of the Standard Conflict of Interest Code and amendments thereto by the Fair Political Practices Commission in accordance with the Act.
 - (b) This Article shall be known as the “Conflict of Interest Code” of the San Dieguito Water District.
 - (c) Nothing in this Article is intended to modify or abridge the provisions of the Act commencing with Government Code Section 87100, which is applicable to all public officials of the District and directs that no public official of the District shall make, participate in making or in any way attempt to use their official position to influence a District decision in which the official knows, or has reason to know, that he or she has a financial interest as defined by the Act.
 - (d) This Article intends to designate those public officials of the District who are involved in District decisions, and to require designated officials to disclose those financial interests (using Form 700) which could foreseeably be affected, in a material manner, by a District decision made by the official in the performance of the official’s responsibilities.
- (Res. No. 2020-02, adopted 5/20/20)

Section 11.2. Amendment and Review.

- (a) The Conflict of Interest Code will be amended in the event of changed circumstances. Changed circumstances include, but are not limited to, the following: the creation of new positions which must be designated pursuant to this Article and relevant changes to the duties assigned to existing positions. Within 90 days after the changed circumstances necessitating the amendment to this Article become apparent, the City of Encinitas City Clerk, or his or her designee, shall submit a proposed amendment to the Board of Directors. (Government Code Section 87306(a).) This Article shall be amended by the Board of Directors in accordance with Government Code Section 87311.
 - (b) No later than July 1 of each even-numbered year, the Secretary or his or her designee shall review this Article. (Government Code Section 87306.5(a).) If a change in this Article is necessitated by changed circumstances, it shall be amended pursuant to subsection (a) of this section. (Government Code Section 87306.5(b).) If no change in this Article is required, the City of Encinitas City Clerk or his or her designee shall submit a written statement to that effect to the Board of Directors no later than October 1 of the same year. (Government Code Section 87306.5(b).)
- (Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.3. Definitions Incorporated.

Unless otherwise indicated, the definitions of the Act, regulations and amendments thereto and binding judicial opinions thereon are incorporated herein, and this Article shall be interpreted in a manner consistent with such definitions.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.4. Standard Code.

(a) By this reference, the California Code of Regulations Section 18730, the Standard Conflict of Interest Code, is incorporated herein together with each and every amendment thereto duly adopted by the Fair Political Practices Commission.

(b) The filing officer shall maintain three copies of the Standard Conflict of Interest Code for public review.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.5. Filing Officer.

Individuals holding designated positions shall file their statements of economic interests with the City of Encinitas City Clerk's Department, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City of Encinitas for the District.

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.6. Disclosure Categories.

(a) Category 1 — Investments and business positions in any business entity located in or doing business within the District.

(b) Category 2 — Interests in real property located in the District, including property located within a two-mile radius of any property owned or used by the District

(c) Category 3 — Income and gifts from sources located in or doing business with the District received during the reporting period.

(d) Category 4 — Investments and business positions (as described in Category 1) located in or doing business with the District, or which foreseeably could do business with the district; and all income from a source (as described in Category 3) located in or doing business with the District or which foreseeably could do business with the District.

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.7. Department Positions.

The following are the designated positions within District departments – Disclosure Categories 1, 2, 3, 4 apply to all positions listed below:

Article 11

Members of the Board of Directors
Board Secretary
Agency Attorney
Agency Assistant Attorney
Agency Deputy Attorney
Director of Utilities/General Manager
Principal Engineer
Senior Engineer
Water Operations Manager
Finance Manager I-II
Engineer I-II
Finance Analyst I-III

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21; Res. No. 2022-09, adopted 8/17/22)

Section 11.8. Consultants.

- (a) “Consultant” shall include any natural person who, pursuant to a contract with a local government agency, make final government decisions or perform substantially all the same duties for an agency that would otherwise be performed by an individual holding a position specified in the agency’s conflict of interest code. However, that “consultant” shall not include a person who:
- (1) Conducts research and arrives at conclusions with respect to his or her rendition of information, advice, recommendation, or counsel independent of the control and direction of the agency or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and
 - (2) Possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation, or counsel.
- (b) Disclosure Category.
Position: Consultant
Category: 1, 2, 3
- (c) Limitation to the Disclosure Category. The General Manager may determine that a particular consultant, although in 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 described in this section. Such 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 shall be included in the contract by which the consultant is hired by the District. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- (Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.9. Effective Date.

This Article shall not take effect until approved by the Board following a duly noticed public hearing and approved by the Board of Supervisors of the County of San Diego. Until such time, District's prior Administrative Code shall remain in full force and effect, as modified by Resolution No. 2020-02.

(Res. No. 2020-02, adopted 5/20/20)

Conflict of Interest Code:

Vista Springs Charter School

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



☒ **HARBOR SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **VISTA SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **PACIFIC SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Harbor, Vista, Pacific Springs Charter School hereby adopts this Conflict of Interest Code which shall apply to all governing board members, candidates for members of the governing board, and all other designated employees of Harbor, Vista, Pacific Springs Charter School, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held the interest in real property, the business position, or source of income may be foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School Decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Superintendent, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/ her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board Member shall then refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).**

- A. Members of the Governing Board**
- B. Candidates for Members of the Governing Board**
- C. Corporate Officers (President, Treasurer, Secretary)**
- D. Superintendent of Charter School**
- E. Assistant Superintendents**
- F. Consultant: Chief Financial Consultant**
- G. Director of Facilities**
- H. Senior Director of Facilities**

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of "Exhibit B".**

- A. Controllers**

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B".**

- A. Principals'**
- B. B. Directors**
- C. Senior Directors**
- D. Assistant Directors**
- E. Financial Analyst**
- F. Payroll Manager**
- G. Purchasing Lead**
- H. Safety and Risk Manager**

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency).

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.

Category 2 Reporting:

- A. Investments or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

A. Investments in or income from business entities which are contractors or sub- contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.