

SCHOOL DISTRICT OFFICER & EMPLOYEE CODE OF ETHICS

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer, or employee may call into question the integrity of the management or operation of the school district. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of District officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of District goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, District officers, and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer, and employee of the District, whether paid or unpaid, shall adhere to the following code of ethics.

1. Assuring the opportunity for high quality education for every student and making the well-being of students the fundamental principle in all decisions and actions.
2. Representing the entire community without fear or favor.
3. Accepting all responsibilities as a means of unselfish service, while not using their positions for personal gain.
4. Acting as part of an educational team with mutual respect and regard for each other's respective responsibilities and duties.
5. Preserving the obligation of having all issues considered fairly and without bias.
6. Upholding the principles of due process and individual dignity and protecting the civil and human rights of all.
7. Maintaining high standards and the effectiveness of education through research and continuing professional development.
8. Obeying all national, state, and local laws and regulations pertaining to education and public agencies.
9. Instilling respect for community, state, and nation.

Adopted: December 7, 1993

Revised: March 20, 2018

SCHOOL DISTRICT OFFICER & EMPLOYEE
CODE OF ETHICS REGULATION

Pursuant to the provisions of Section 806 of the General Municipal Law and Board Policy 2160, the Board of Education promulgates these rules of ethical conduct for Board members, officers, and employees of the school district. These rules shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or specific law relating to ethical conduct and interest in contracts of municipal officers and employees.

Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer, or employee to benefit personally from contracts made in their official capacity.

- “*Contract*” is defined broadly to include any claim or demand against the District or account or agreement with the District, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “*interest*” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the District.

No Board member, officer or employee shall have an “*interest*” (i.e., receive a direct or indirect benefit as the result of a contract with the District) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director, or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls five percent (5%) or more of the stock;
4. a contract between the District and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

Standards of Conduct

Every Board member, officer, and employee of the District shall be subject to and abide by the following standards of conduct:

1. Gifts: A Board member, officer, or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in

nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information: A Board member, officer, or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
3. Representation Before the Board or District: A Board member, officer, or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Representation Before the Board or District for a Contingent Fee: A Board member, officer, or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. Disclosure of Interest in Matters Before the Board: A Board member, officer, or employee of the District, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.
6. Investments in Conflict with Official Duties: A Board member, officer, or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.
7. Private Employment: A Board member, officer, or employee shall not engage in, solicit, negotiate for, or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. Future Employment: A Board member, officer, or employee shall not, after the termination of service or employment with the District appear before the Board, or any panel or committee of the Board, in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the District on his or her own behalf or on behalf of any

member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

9. Involvement with Charitable Organizations: A Board member, officer, or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the District. If a Board member is a Board member, officer, or employee of the charitable organization the Board member must disclose such relationship in writing to the District, and the Board member must recuse himself or herself from any discussions or votes relating to the charitable organization which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer, or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests. Additionally, the Board member, officer, or employee shall not make representations on behalf of the District unless specifically authorized to do so by the Board.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of the Code of Ethics and this accompanying regulation to be distributed to every Board member, officer, and employee of the school district. Each Board member, officer, and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the District's jurisdiction in a place conspicuous to the District's offices and employees.

Reporting Concerns

Any person who either seeks to clarify a situation that he or she believes to be a violation of the Code of Ethics, or who wishes to report a potential violation, should contact the Assistant Superintendent of Human Resources, or the Superintendent.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's Code of Ethics and its accompanying regulation may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Reference: General Municipal Law §§ 806-808
Opn. St. Comp. 2008-01

Adopted: December 7, 1993

Revised: March 20, 2018