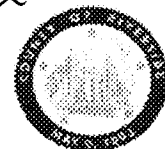


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

321A



**FROM:** County Counsel

**SUBMITTAL DATE:**  
January 19, 2011

**SUBJECT:** Approval of the Conflict of Interest Code of the Corona-Norco Unified School District

**RECOMMENDED MOTION:** That the Board of Supervisors approve the Conflict of Interest Code submitted by Corona-Norco Unified School District.

**BACKGROUND:** Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code, and the listings of designated positions for employees who must disclose along with the types of disclosure required, and make appropriate amendments to each as required.

(Continued)

*L. A. Long*  
\_\_\_\_\_  
L. ALEXANDRA FONG, Deputy County Counsel  
for PAMELA J. WALLS, County Counsel

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE  
*Denise C. Harden*  
BY: \_\_\_\_\_  
Denise C. Harden

**County Executive Office Signature**

☒ Consent    ☐ Policy  
☒ Consent    ☐ Policy

Dept's Recomm.:  
 Per Exec. Ofc.:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

Departmental Concurrence

Government Code Section 82011 identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county. A local government agency, as defined by Government Code Section 82041, includes a school district.

The Corona-Norco Unified School District recently revised the appendix to its Conflict of Interest Code and has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised appendix and has found that it complies with statutory requirements. It is recommended that the Board of Supervisors approve Corona-Norco Unified School District's Conflict of Interest Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**CONFLICT OF INTEREST CODE FOR THE  
CORONA-NORCO UNIFIED SCHOOL DISTRICT  
APPENDIX A**

**1.0 Filing of Statements**

Designated employees and officials shall file the Form 700 Statement of Economic Interests as follows:

- 1.1 It has been determined that the positions listed below manage public investments and will file the Form 700 Statement of Economic Interests pursuant to Government Code section 87200 and the disclosable financial interests set forth in Section 3.0 below.

**PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Members of the Board of Education

- 1.2 Designated Positions and disclosure categories are as follows:

**Designated Positions**

- I. Persons occupying the following positions are designated employees and must disclose financial interests in disclosure categories 1, 2 and 3:
  - A. Superintendent;
  - B. Deputy Superintendent, Educational Services;
  - C. Assistant Superintendent, Business Services;
  - D. Assistant Superintendent, Human Resources;
  - E. Assistant Superintendent, Facilities;
  - F. Assistant Superintendent, Instructional Support;
  - G. Assistant Superintendent, Executive Services.
  
- II. Persons occupying the following positions are designated employees and must disclose financial interests in disclosure category 2 only:
  - A. Administrative Director, Curriculum and Instruction;
  - B. Administrative Director, Human Resources;
  - C. Administrative Director, Special Education;
  - D. Administrative Director, Business Services;
  - E. Coordinator, Child Nutrition Services;
  - F. Coordinator, Curriculum and Instruction;
  - G. Coordinator, Facilities;

- H. Coordinator, Student Services;
- I. Director, Adult Education;
- J. Director, Special Education;
- K. Director, Curriculum and Instruction;
- L. Director, Information Technology;
- M. Director, Human Resources;
- N. Director, Student Services;
- O. Director, Support Services;
- P. Principal.

III. Persons occupying the following positions are designated employees and must disclose financial interests in disclosure categories 2 and 3:

- A. Coordinator, Facilities;
- B. Manager, Construction;
- C. Manager, Reprographics;
- D. Manager, Transportation;
- E. Supervisor, Business Services;
- F. Supervisor, Facilities;
- G. Supervisor, Special Education.

2.0 Consultants

Consultants shall be included in the list of designated employees 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 described 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.

3.0 Officials Who Manage Public Investments

Subject to the provisions of Government Code sections 87200 through 87210, an official in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District.

- (b) Business positions or investments in business entities or income from sources which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

#### 4.0 Disclosure Categories

##### 4.1 Category 1: Designated employees whose duties are broad and undefinable

A designated employee in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District.
- (b) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business or have done business in the District jurisdiction within the previous two (2) years.

##### 4.2 Category 2: Designated employees whose duties involve contracting or purchasing

A designated employee in either of the two following sub-categories shall disclose:

- (a) Contracts or makes purchases for entire District or School:

Investments and business positions in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business in the District jurisdiction within the previous two (2) years.

- (b) Contracts or makes purchases for specific department:

Investments and business positions in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business in the District jurisdiction within the previous two (2) years.

4.3 Category 3: Designated employees whose decisions may affect real property interests.

A designated employee in this category shall disclose interests in real property within the jurisdiction of the District.

FORM APPROVED COUNTY COUNSEL  
BY: L. ALEXANDRA FONG 1/13/11  
DATE

Legal References: Government Code sections 1126, 81000 et. seq., 82030, 83114, 87100, 87105, 87300, 87302, 87307, 87450, 91003  
Title 2, Calif. Code of Regs. 18100 et. seq., 18730

Revised: October 5, 2010 (10/21/03, 10/15/02, 10/16/01, 11/21/00, 11/16/99, 10/20/98, 12/16/97; Adopted 8/19/80)