

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

759  
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**FROM:** County Counsel

**SUBMITTAL DATE:**  
May 13, 2016

**SUBJECT:** Approval of the Conflict of Interest Code of the Alvord Unified School District  
[District 2; \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors: <sup>Alvord Unified</sup> ~~Menifee Union~~  
 1. Approve the Conflict of Interest Code submitted by ~~Menifee Union~~ <sup>Alvord Unified</sup> School District; and  
 2. Direct the Clerk of the Board to notify ~~Menifee Union~~ <sup>Alvord Unified</sup> School District of the action taken.

**BACKGROUND:**  
Summary

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.

GREGORY P. PRIAMOS  
County Counsel

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	

<b>SOURCE OF FUNDS:</b> N/A	<b>Budget Adjustment:</b> N/A
	<b>For Fiscal Year:</b> N/A

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

APPROVE

BY:   
Tina Grande

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: May 24, 2016  
 xc: Co.Co., District, BB&K, COB<sub>cm</sub>

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.: 01/06/09; 2.4 | District: 2 | Agenda Number:

2-4

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**BACKGROUND:**

**Summary (continued)**

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 the Alvord Unified School District.

Alvord Unified School District recently amended 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 to the Conflict of Interest Code and has found that it complies with statutory requirements.

It is recommended that the Board of Supervisors approve Alvord Unified School District's Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**Impact on Citizens and Businesses**

N/A.

**CONFLICT OF INTEREST CODE**  
**OF**  
**ALVORD UNIFIED SCHOOL DISTRICT**

January 2016

FORM APPROVED COUNTY COUNSEL  
BY *KBV* 5/10/16  
KRISTINE BELL-VALDEZ DATE

**CONFLICT OF INTEREST CODE  
OF  
ALVORD UNIFIED SCHOOL DISTRICT**

**(Amended February 18, 2016)**

The Political Reform Act of 1974 (Gov. Code § 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 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, Regulation 18730 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 incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Alvord Unified School District** (the "**District**").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Administrative Assistant of Business Services as the District's Filing Officer. The Administrative Assistant of Business Services shall make and retain a copy of all statements filed by members of the Board of Education and the Superintendent of Schools, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**ALVORD UNIFIED SCHOOL DISTRICT**  
**(Amended February 18, 2016)**

**PART "A"**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

- Members of the Board of Education
- Superintendent of Schools
- Chief Financial Officer
- Financial Consultants

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<sup>1</sup> Individuals 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 §87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED EMPLOYEES'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
Accounting Supervisor	5
Administrative Services Program Manager	2, 5
Assistant Superintendent, Business Services	1, 2
Assistant Superintendent, Human Resources Development	5
Assistant Superintendent, Instructional Support Services	5
Assistant Superintendent, Operations	1, 2
Controller, Accounting	4
Coordinator, Before & After School Students Programs	5
Coordinator, Special Education	5
Deputy Superintendent of Schools	1, 2
Director, Child Nutrition Services	5
Director, Elementary Teaching, Learning & Professional Development	5
Director, English Learner Teaching and Learning	5
Director, Human Resources Development	5
Director, Integrated Technology Support Services	5
Director, Maintenance & Operations	3, 5
Director, Professional Development	5
Director, Recruitment & Retention of Enrollment	5

**DESIGNATED EMPLOYEES'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

Director, Risk Management	5
Director, School Accountability & Student Information	5
Director, Secondary Teaching, Learning & Professional Development	5
Director, Special Education Services	5
Director, State & Federal Programs	5
Director, Student Services	5
Evaluation/Technology Specialist	5
Executive Director, Administrative Services	2, 3, 4
Executive Director, Initiatives, Innovation & Communications	5
General Counsel	1, 2
Maintenance Manager	5
Network Administrator	5
Nutrition Specialist	5
Office Manager, Human Resources	5
Principals (ALL)	5
Supervisor, Library/Media Services	5
Supervisor, Operations (Child Nutrition Services)	5
Technology Operations Specialist	5

**DESIGNATED EMPLOYEES'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

Consultant and New Positions<sup>2</sup>

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<sup>2</sup> Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The District Superintendent may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The District 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. (Gov. Code Sec. 81008.)



## **PART "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in, and sources of income from, business entities that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or the duties of the position. (Reg. 18730.1)