

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 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  
Principal/Director  
Benefits/Risk Management Manager  
Benefits/Risk Management Senior Manager  
Communications Officer  
Director of Child Nutrition Services  
Director of Fiscal Services and Support  
Director of Leadership Development, Equity, and Access  
Director of Multi-Tiered System of Supports  
Director of Maintenance and Operations  
Director of Transportation  
Associate Principal/Academy Director  
Community Collaborative Director  
Coordinator of Early Childhood Education Services  
Coordinator of Multi-Tiered System of Supports  
Coordinator of Physical Education, Health, and Wellness  
Coordinator of Special Education and Pupil Services  
Coordinator of Student Support Services  
Coordinator of Visual and Performing Arts  
Accounting Manager  
Emergency Preparedness and Security Manager  
Facilities Planning Manager  
Finance Director  
Grounds, Safety, and Maintenance Manager  
Instructional Services Coordinator  
Payroll Manager  
Purchasing, Publications, and Warehouse Manager  
Safety, Environmental, and Maintenance Manager  
Student Placement Manager  
Senior Grant Writer  
Superintendent and Board of Education Administrative Manager

Bylaws of the Board

**CONFLICT OF INTEREST (continued)**

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)

- 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.

Bylaws of the Board

**CONFLICT OF INTEREST (continued)**

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

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California