



CONFLICT OF INTEREST: ADMINISTRATORS

The Board of Trustees accepts the responsibility of governing the operation of the school in the best interests of the total community. The board as a body, and the members individually, wish at all times to avoid actions that might give rise to public questioning of the integrity of any administrative action.

Definitions

For the purpose of this policy, “relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.

“Immediate family” shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

“Administrator” shall be defined as a school employee with supervisory and evaluative responsibilities for other employees, including the Executive Director, Principal, and School Business Administrator.

Therefore, in addition to complying with all statutory requirements:

- A. Each administrator shall hold the certificate or perform the tasks as defined in N.J.A.C. 6A:11-1.2 and in the School Ethics Act (N.J.S.A. 18A:12-23) and the rules promulgated thereto at N.J.A.C. 6A:28.16
- B. Each administrator shall file the Financial and Personal/Relative Disclosure Statements annually on or before April 30 or within 30 days of his or her election or appointment in accordance with N.J.A.C. 6A:28-1.5.
- C. No administrator shall use, attempt to use, or allow to be used any property owned or leased by the school for the purpose of securing financial gain for the administrator, a family member, a political organization, or a business in which the administrator or a family member has an interest or which employs or provides compensation to the administrator or family member.
- D. No administrator shall use, attempt to use, or allow to be used his/her position for the purpose of securing financial gain for the administrator, a family member, a political organization, or a business in which the administrator or a family member has an interest or which employs or provides compensation to the administrator or family member.
- E. No administrator shall use, attempt to use, or allow to be used any information which is not generally available to the public, and which the administrator acquired by reason of his/her position, for the purpose of securing financial gain for the administrator, family member, a political

organization, or a business in which the administrator or a family member has an interest or which employs or provides compensation to the administrator or family member.

- F. No administrator shall solicit, accept, or agree to accept, either directly or indirectly, any gift, loan, political contribution, service, promise of future employment, or other thing of value if the administrator knows or reasonably should know that the gift, loan, political contribution, service, promise of future employment, or other thing of value was given or offered for the purpose of influencing the administrator, directly or indirectly, in the discharge of his/her duties.
- G. No administrator or relative of an administrator shall solicit, accept, or agree to accept, either directly or indirectly, any gift, loan, political contribution, service, promise of future employment, or other thing of value from an employee.
- H. No administrator shall direct or request that any person or business which is a party to a contract with the school perform, whether for compensation or not, any services for, or contribute anything of value to, a political organization.
- I. No administrator shall use his/her position to direct or request that any other school official or any person employed by the school perform any services, whether for compensation or not, for, or contribute anything of value to, a political organization.
- J. No administrator shall participate in any way in school action which he/she knows or reasonably should know would result in the payment of school funds, from whatever source derived, to the administrator, family member, a political organization, or a business in which the administrator or family member has an interest or which employs or provides compensation to the administrator or family member.
- K. Nothing in this bylaw shall be construed to prohibit an administrator from taking action in an official capacity if by reason of that action no benefit or detriment could reasonably be expected to accrue to the administrator or a family member as a member of a group to any greater extent than any such benefit or detriment could reasonably be expected to accrue to any other member of such group.

Board Approval Date: 1/19/2010