

POLICY

2015

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Personnel

SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

General Provisions

Officers and employees of the Wheatland-Chili Central School District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board of Education recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This policy establishes those standards.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

"Interest," as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his/her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he/she is a member or employee; a corporation of which he/she is an officer, director or employee; and a corporation where more than five percent of the stock is owned or controlled directly or indirectly by him/her.

Standards of Conduct

The following rules and standards of conduct apply to all officers, including Board members, and employees of the Wheatland-Chili Central School District.

Gifts

No person may directly or indirectly solicit, accept, or receive any gift having a value of \$75 or more (pursuant to Section 805-a of the NYS General Municipal Law) under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of his/her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

Confidential Information

No person may disclose confidential information acquired by him/her in the course of his/her official duties or use this information to further his or her personal interests. This specifically excludes mandated reporting by certain individuals of child abuse and maltreatment required through New York State Education Law.

(Continued)

SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (Cont'd.)Conflicts of Interest

Except as permitted by law, no person may have an interest in any contract with the District when he/she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee within the District who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his/her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

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The provisions of the preceding three paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Representing Others in Matters Before the District

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual's compensation is contingent upon any action by the District with respect to the matter.

Disclosure of Interest in Contracts and Resolutions

Any District officer or employee who has, will have, or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement, or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of that interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest, and must be filed with the person's immediate supervisor and the Board of Education. A Conflict of Interest Disclosure Form (#6110F.1) will be available for officer and employee use. Any written disclosure will be made part of and included in the official minutes of the relevant Board meeting.

(Continued)

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Personnel

SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (Cont'd.)

Investments in Conflict with Official Duties

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties, or that would otherwise impair his/her independence of judgment in the exercise or performance of his/her official powers or duties.

Private Employment

No person may engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

Future Employment

~~No person may, after the termination of service or employment with the District at any time after serving as an officer or employee, appear before the District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his or her active consideration.~~

~~No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.~~

Notice of Code of Ethics and General Municipal Law Sections 800-809

The Superintendent will ensure that a copy of this code of ethics is distributed to every District officer and employee, and that a copy of General Municipal Law Sections 800-809 is posted conspicuously in each District building. The failure to distribute this code of ethics or to post General Municipal Law Sections 800-809 will have no effect on either the duty of District officers and employees to comply with their provisions, or the ability of the District or other relevant authorities to enforce them.

Education Law § 410

General Municipal Law Article 18 and §§ 800-809

Adoption Date: 7/27/04

**WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT
CODE OF ETHICS POLICY ACKNOWLEDGEMENT**

I acknowledge that I have received the Wheatland-Chili Central School District's Code of Ethics, approved by the Board of Education and formalized as Policy #6110. I further acknowledge that I have read the Code of Ethics and agree to abide by its terms.

Signature

Name (Printed or Typed)

Date

Please Note: Violation of the Wheatland-Chili Central School District's Code of Ethics may be grounds for disciplinary action, up to and including removal or termination.

**WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT
DISCLOSURE OF INTEREST**

TO: Board President and *[insert name of immediate supervisor]*

RE: Disclosure of Interest

As *[a Board member/an officer/an employee]* of the Wheatland-Chili Central School District, I have received a copy of the District's Code of Ethics. Consistent with that Code, I am disclosing my interest in an actual or proposed contract to which the District is party. Specifically:

[Check all that apply]

- ☐ I, my spouse, minor children, or dependents benefit or would materially benefit from a contract with *[insert the name of the vendor, contractor, or other entity with whom the District does or may do business]*.
- ☐ I am or my spouse is a member, officer or employee of *[insert the name of the firm, partnership, or association with whom the District does or may do business]*.
- ☐ I or my spouse own or control more than five percent stock interest in *[insert the name of the corporation]*.
- ☐ Other

Additional information regarding the nature and extent of my interest is provided below:

I understand that additional information regarding this matter may be necessary, and will supplement this letter at the request of the Board.

Name (Printed or Typed)

Signature

Date