

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: General

POLICY NUMBER: 104

TITLE: Conflicts of Interest

ADOPTED: August 16, 2018, modified May 27, 2021

REVISED:

<p>65 Pa.C.S §1101 <i>et seq</i></p>	<p><b>Purpose:</b></p> <p>It is the policy of the Charter School that all trustees, officers, staff members, and other representatives must avoid potential conflicts of interest. A potential conflict exists whenever a trustee, officer, staff member, or other representative has an outside interest, direct or indirect, which conflicts with the individual's duty to the Charter School or adversely affects the individual's judgment in the discharge of his or her duties with the Charter School. The appearance of a conflict of interest may be just as damaging to the Charter School's reputation as a real conflict.</p> <p>All board members are required to comply with the Ethics Act, 65 Pa.C.S §1101 <i>et seq</i>. A Board Member shall abstain from voting on any matter where there is a potential for a conflict of interest as defined by the Ethics Act.</p> <p>The Charter School's name is not to be used as leverage by trustees, officers or staff members to enhance their own opportunities when dealing with others in their political, investment, or retail purchasing activities.</p> <p>If a potential conflict of interest does arise involving a staff member, officer or trustee, its nature and extent should be fully disclosed immediately to the President of the Board of Trustees (the "President") who, after making a thorough review of the circumstances, will report to the Executive Committee of the Charter School's Board of Trustees (the "Executive Committee") who will determine appropriate action to be taken. Actions which may be taken include discipline, up to and including termination from employment. In the case of a trustee, in the event that</p>
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<p>Public School Code of 1949, 23 P.S § 1-101, <i>et seq</i></p> <p>Non-profit Corporation Law 15 Pa.C.S.A. 5725 (a).</p>	<p>circumstances warrant removal, the trustee may be removed from the Board of Trustees.</p> <p>In the event a potential conflict of interest does arise involving a member of the Board of Trustees, its nature and extent should be fully disclosed immediately to the President and to the Executive Committee.</p> <p>Transactions with trustees and officers – No contract or transaction between the Charter School and a trustee, officer, or staff member, or any organization in which the trustee, officer or staff member has a financial or beneficial interest or is serving as a trustee or officer shall be authorized unless it has been adopted or approved in accordance with the Public-School Code of 1949, 23 P.S § 1-101, <i>et seq.</i> and the Non-profit Corporation Law at 15 Pa.C.S.A. 5725 (a).</p> <p><b>Employment:</b></p> <p>Trustees and officers should carefully scrutinize outside employment to avoid potential conflict of interest.</p> <p><b>Participation in Public Affairs:</b></p> <p>It is the philosophy of the Charter School to encourage a full awareness and interest in civic and community responsibility. The trustees and officers shall have the opportunity to support civic or community activities as they desire.</p> <p><b>Corporate and Community Directorships, Public Offices, and Commissions:</b></p> <p>Trustees, officers and staff members must be constantly aware when considering election or appointment to corporate or community boards, public offices, or commissions, that serving in such a capacity will not place them in a position where a potential conflict may exist.</p> <p>Unless specifically approved by the Board or designee committee of the Board, a trustee or officer shall not serve on the Board of Trustees or trustees of any entity which is direct competition with</p>
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the Charter School. Should a conflict develop, the Charter School reserves the right to request the trustee or officer involved to divest himself or herself of one of the conflicting interests.

**IMPROPER USE OF CORPORATE POSITION OR PROPERTY**

**Gifts Received by trustees, officers and staff members:**

The Charter School expects all trustees, officers and staff members to render efficient and courteous service to the students of the Charter School at all times without expectation of reward. To avoid even the implication of any impropriety, any cash or gifts of any nature offered to trustees, officers or staff members must be declined. No trustee, officer, staff member or agent of the school shall solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

**Preferential Treatment:**

Trustees, officers and staff members shall not acquire or appropriate to his or her own personal use any Charter School property, service, or revenue opportunity on the basis of or under situations not available to members of the public.

**Political Involvement:**

Trustees, officers and staff members shall not use Charter School funds for the purpose of making contributions or expenditures in connection with the support of any candidate for any election to any local, state, or federal office.