

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: General

POLICY NUMBER: 104.1

TITLE: Conflicts of Interest-family members

ADOPTED: August 16, 2018

REVISED:

	<p>1. <u>Hiring and employment of relatives of charter school board members.</u></p> <p>A. A conflict of interest is potentially created when an immediate family member of a member of the charter school board applies for employment at the school.</p> <p>B. To avoid that conflict of interest, the following general rules will apply:</p> <p>(1) The board member may not use his position to obtain favorable treatment for the family member.</p> <p>(2) The family member may not use the relationship with the board member to obtain any favorable treatment.</p> <p>(3) The board member must abstain from any action by the school concerning his or her family member, including hiring, retention, discipline, promotion, compensation, etc.</p> <p>2. <u>The following specific rules apply to the specific circumstances set forth below.</u></p> <p>A. Hiring process, in general.</p> <p>The board member may not attempt to influence the hiring process by, among other things, suggesting that the family member be interviewed or suggesting that the family member receive favorable consideration. These rules do not prevent a board member from advising a family member of an employment opportunity.</p>
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	<p>B. Hiring decision by the board.</p> <ol style="list-style-type: none">1. If a family member has applied for a position where board approval is required for hiring, the board member may not participate in the board discussion or vote regarding approval of a particular candidate.2. At the time the board prepares to discuss hiring, the board member must announce to the board that he is related to an applicant and cannot participate in the discussion or the vote. The board member must leave the meeting during the discussion and vote.3. After the meeting, the board member shall send a communication to the CEO reiterating the existence of the familial relationship and reiterating that he did not participate in the decision making process. That communication shall be attached to the meeting minutes.4. The board secretary shall note that the board member announced the conflict, left the meeting and did not participate in the hiring process.5. If the immediate family member has withdrawn their name for consideration for the position, this provision regarding board member abstention from the hiring decision does not apply. <p>C. While the family member is employed by the school.</p> <ol style="list-style-type: none">1. Board members may not use their position to obtain favorable treatment for their family member. Prohibited activities include discussing the family member's performance with school administrators and board members.
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	<ol style="list-style-type: none">2. The board member may not encourage the family member to avoid the school's chain of command. The board member may discuss events at the school with their family member only to the same extent that the board member may be free to discuss those events with any other staff member. <p>D. Employment decisions by the school subsequent to hiring.</p> <ol style="list-style-type: none">1. The board member may not use his position to obtain favorable treatment for his immediate family member regarding benefits, salary, promotions, discipline, retention, etc.2. In the event board action is necessary with regard to any of these issues, the board member and board secretary shall follow the procedures set forth in Section 2B, above.
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