

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Board of Supervisors

BOARD AGENDA #: \*A-5

AGENDA DATE: September 19, 2017

**SUBJECT:**

Approval to Adopt the Amended Conflict of Interest Code for the Sylvan Union School District

**BOARD ACTION AS FOLLOWS:**

No. 2017-486

On motion of Supervisor Withrow, Seconded by Supervisor Monteith  
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:

  
PAM VILLARREAL, Assistant Clerk

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Board of Supervisors BOARD AGENDA #: \*A-5  
Urgent  Routine   AGENDA DATE: September 19, 2017  
CEO CONCURRENCE: 4/5 Vote Required: Yes  No

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**SUBJECT:**

Approval to Adopt the Amended Conflict of Interest Code for the Sylvan Union School District

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**STAFF RECOMMENDATIONS:**

1. Adopt the Amended Conflict of Interest Code for the Sylvan Union School District.

**DISCUSSION:**

The Political Reform Act requires every local government agency to review its conflict of interest code on a biennial basis to determine if it is accurate or if amendments are needed. It is essential and legally required that an agency's conflict of interest code reflects the current structure of the agency and properly identifies all officials and employees who should be filing a Statement of Economic Interest (Form 700), and what financial interests they must disclose.

The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts). An agency's amended code is not effective until it has been approved by the code reviewing body.

The Sylvan Union School District has reviewed its conflict of interest code, and has submitted amendments to the Board of Supervisors for approval. County Counsel has reviewed the subject conflict of interest code in compliance with Government Code Section 87309 and has determined it meets the legal requirements.

**POLICY ISSUE:**

Stanislaus County Board of Supervisors is the code reviewing body for public agencies whose jurisdictions fall within Stanislaus County. An agency's amended conflict of interest code is not effective until it has been approved by the Board of Supervisors.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

Approval to Adopt the Amended Conflict of Interest Code for the Sylvan Union School District

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**BOARD OF SUPERVISORS' PRIORITY:**

Approval of the recommended action supports the Board's priority of Efficient Delivery of Public Services.

**STAFFING IMPACT:**

There are no staffing impacts associated with this item.

**CONTACT PERSON:**

Elizabeth King, Clerk of the Board of Supervisors	(209) 525-4494
Thomas Boze, Assistant County Counsel	(209) 525-6376

**ATTACHMENT(S):**

1. Amended Conflict of Interest Code for the Sylvan Union School District



# **SYLVAN UNION SCHOOL DISTRICT**

605 SYLVAN AVENUE ✦ MODESTO, CA 95350 ✦ (209) 574-5000 ✦ FAX: (209) 524-2672

[www.sylvan.k12.ca.us](http://www.sylvan.k12.ca.us)

August 30, 2017

**DEBRA M. HENDRICKS**  
Superintendent  
[dhendricks@sylvan.k12.ca.us](mailto:dhendricks@sylvan.k12.ca.us)

Clerk of the Board of Supervisors  
Stanislaus County  
1010 10<sup>th</sup> Street, Suite 6700  
Modesto, CA 95354

## **BOARD OF TRUSTEES**

**TERRIANN ZEEK**  
Board President

**CYNTHIA LINDSEY**  
Vice President

**DAVID COLLINS**  
Member

**JENNIFER MIYAKAWA**  
Member

**GEORGE RAWE**  
Member

Dear Tom Boze and Elizabeth King,

Please replace our 2016 Conflict of Interest Biennial Notice submitted in August 2016 with the attached amended Attachment A-D Conflict of Interest Code of the Sylvan Union School District approved by our Board of Trustees at our August 29, 2017, Board meeting. I have enclosed two copies. The first copy reflects the changes made to positions and disclosure categories as designated by the Sylvan Union School District's conflict of interest code. The second is our final copy that is being submitted for approval by the Board of Supervisors.

I really appreciated your assistance. Please feel free to contact me at (209) 574-5000 ext. 202 or at [vbeck@sylvan.k12.ca.us](mailto:vbeck@sylvan.k12.ca.us) with any questions or concerns.

Respectfully submitted,

Velma Beck  
Executive Assistant to the Superintendent

2017 SEP - 1 A 11:06  
BOARD OF SUPERVISORS

**Our Mission:**

*To provide a dynamic, broad-based education that prepares each child to be a contributing member of society.*

ATTACHMENT A  
CONFLICT OF INTEREST CODE  
OF THE SYLVAN UNION SCHOOL DISTRICT

APPENDIX

The Political Reform Act, Government Code § 81000, et seq., requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regular, 2 Cal. Code of Regs., §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 Cal. Code of Regs., §18730, and any amendments to it duly-adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendix consisting of this Attachment "A" and Attachments "B" through "D", in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified, shall constitute the Conflict of Interest Code of the Sylvan Union School District.

Designated employees shall file statements of economic interests with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing, as indicated in Attachment "D".

**ATTACHMENT B  
CONFLICT OF INTEREST CODE  
OF THE SYLVAN UNION SCHOOL DISTRICT**

**DESIGNATED EMPLOYEES/POSITIONS**

Under provisions of the Standard Code, designated employees/positions shall file statements of economic interests. Listed below are the designated employees/positions for the SYLVAN UNION SCHOOL DISTRICT and the appropriate schedules for filing:

**POSITIONS:**

**DISCLOSURE CATEGORY:**

Governing Board Members	I
Superintendent	I
Assistant Superintendents	I
Director of Food Services	II
Director of Special Education	II
Director of Categorical Programs	II
Supervisor of Maintenance and Operations	II
Supervisor of Transportation	II
Director of Fiscal Services	II
<u>Director of Technology and Information Systems</u>	II
<u>Director of Student Services and Child Welfare</u>	II
<del>Program Administrators</del>	<del>III</del>
Program Specialists	III II
Principals	III II
Assistant Principals	III II

-Added: Director of Technology and Information Systems

-Added: Director of Student Services and Child Welfare

-Deleted: Program Administrators

-Updated Disclosure Categories for: Program Specialists, Principals, and Assistant Principals

Dated this 29th day of August, 2017

SYLVAN UNION SCHOOL DISTRICT

**ATTACHMENT B  
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OF THE SYLVAN UNION SCHOOL DISTRICT**

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Director of Categorical Programs	II
Supervisor of Maintenance and Operations	II
Supervisor of Transportation	II
Director of Fiscal Services	II
Director of Technology and Information Systems	II
Director of Student Services and Child Welfare	II
Program Specialists	II
Principals	II
Assistant Principals	II

ATTACHMENT C  
CONFLICT OF INTEREST CODE  
OF THE SYLVAN UNION SCHOOL DISTRICT

DISCLOSURE CATEGORIES FOR DESIGNATED EMPLOYEES/POSITIONS

CATEGORY I

Designated employees assigned to this category must report:

A. Interests in real property which are located, in whole or in part: (1) within the boundaries of the District, (2) within two (2) miles of the boundaries of the District, or (3) within two (2) miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property;

B. Investments and business positions in business entities or income from sources which engage in the acquisition or disposal of real property within the jurisdiction;

C. Investments and business positions in business entities or income from sources which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or (2) which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the District.

CATEGORY II

Designated employees assigned to this category must report:

Investments and business positions in business entities and income from sources which manufacture, sell, or provide, supplies, materials, books, machinery, services or equipment of the type utilized by employee's department or the District. For the purposes of this category, a principal's department is her/her entire school.

CATEGORY III

Consultants shall disclose, pursuant to broadcast disclosure category and the code, subject to the following limitation:

The Superintendent may determine, in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and, thus, is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a statement of the extent of the disclosure requirements. The Superintendent's determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



ATTACHMENT D  
CONFLICT OF INTEREST CODE  
OF THE SYLVAN UNION SCHOOL DISTRICT

PLACE OF FILING

**DESIGNATED EMPLOYEES/POSITIONS**

**Where:** Sylvan Union School District

**The District shall keep the original of each “Statement of Financial Interests” form at the District Office at 605 Sylvan Avenue, Modesto, CA.**