



TO: Board of Directors
FROM: Deborah Rumbaugh
SUBJECT: Policy 1610 Conflicts of Interest
DATE: March 7, 2023
TYPE: Action Required

Attached is updated policy 1610 Conflicts of Interest, Section 1000 Board of Directors. WSSDA has updated this policy to reflect revised statutory language.

Recommendation: That the board approves the second reading of Policy 1610 Conflicts of Interest.

CONFLICTS OF INTERESTS

No school director or the superintendent shall be beneficially interested, directly or indirectly, in any contract made by, through or under the supervision of the director or superintendent, except as provided below:

- A. A director or officer may enter into a contract with the district to offer goods or services (except legal services) if the director or officer does not receive more than \$1,500 in any calendar month under the contract. ~~Any contract, purchase of materials or activity paid for from school funds if the total volume received by the district officer or his or her business equals or exceeds \$1,500 in any calendar month.~~ The district shall maintain a list of all contracts covered under this paragraph and the list shall be available for public inspection and copying.
- B. ~~A n individual~~ director may be designated as clerk and/or purchasing agent of the district. ~~at the prevailing hourly wage.~~
- C. The spouse of a director or the superintendent may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. **For a director's or officer's spouse to be employed as a substitute teacher, the** superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the anticipated needs for short-term and one-day substitute teachers, and the superintendent must ensure that substitute teachers are assigned to available positions in a fair and impartial manner.
- ~~D. Prior to approval of the employment of a director or spouse of a school director or superintendent, the board of directors shall be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district shall not discriminate in any way against any applicant for a certified position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions shall be made on the basis of choosing the applicant which furthers the best interest of the school district.~~
- D. If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. Whenever a director, or his or her spouse becomes a director or superintendent, the contract can be renewed for further employment, provided that the terms of the** ~~The terms of the~~ **contract must be** ~~are~~ commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- E. The director or officer **may have** ~~has only~~ a remote interest in a contract. **The interest, though, must be** ~~and the interest is~~ disclosed prior to board action and recorded in the official minutes.

A director may not vote on the authorization, approval or ratification of a contract in which he or she is beneficially interested and to which one of the exemptions described above applies. **Before the board approves a contract in which a director is beneficially interested, the director must disclose his or her interest to the board, and the director's interest must be noted in the official minutes.**

Before the board approves the employment of a director's or an officer's spouse, the superintendent or designee will inform the board of other individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a position or employee

based on a family relationship with a director or officer. All employment decisions will be made by choosing the applicant that furthers the best interests of the school district.

Whenever a director's spouse or dependent is employed by the district, the director will refrain from participating in or attempting to influence any board action affecting the employment status of his or her spouse or dependent. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, considering or imposing discipline and termination.

The superintendent shall maintain a log of any contract subject to this policy and annually or when a new director assumes office, shall inform the board of the existence of ~~those~~ all such contracts.

Cross References: Policy 6230 Relations with Vendors

Legal References:

RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
RCW 28A.635.050	Certain corrupt practices of school officials – Penalty
RCW 42.23.030	Interest in contracts prohibited – Exception
RCW 42.23.040	Remote interests

Management Resources: October 2022 Issue

Adoption Date: 05.08.01
Stanwood-Camano School District
Revised: 6.07.16