

Conflict of Interest Code of the  
Mountain View Los Altos Union High School District

The provisions of 2 CCR [18730](#) and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code. The full text of 2 CCR 18730 may be found at <https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730.pdf>

Board of Trustees members and designated employees shall file a Statement of Economic Interests/Form 700 in accordance with the disclosure categories listed in the attached Appendix. Statements of Economic Interests shall be filed with the district's filing official. If a statement is received in signed paper format, the district's filing official shall make and retain a copy and forward the original of this statement to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If a statement is electronically filed using the County of Santa Clara's Form 700 e-filing system, both the district's filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed statement simultaneously. The district shall make the statements available for public inspection and reproduction pursuant to Government Code section 81008.

APPENDIX

Designated Positions	Designated Position Disclosure Category
Board of Trustees Member	1
Superintendent	1
Associate Superintendent of Business Services	1
Associate Superintendent of Educational Services	1
Associate Superintendent of Human Resources	1
Director of Fiscal Services	1
Director of Adult Education	2
Director of Alternative Programs	2
<del>Director of Assessment and Evaluation</del>	2
<del>Director of Special Education</del> <u>Administrator</u>	2
Director of Information <del>Services</del> <u>Systems</u>	2
<del>District Distance Learning Administrator</del>	2
District Wellness Coordinator	2
<del>Clinical Services Coordinator</del>	2
Food Services Coordinator	2
School Principal	2
Consultant	3
Newly Created Positions	*

A newly created position that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in an agency's conflict of interest code, is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Superintendent or designee may determine in writing that a particular newly created position, 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 broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The district's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

As soon as the district has established a newly created position that must file statements of economic interests, the district shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the district shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file statements of economic interests, the district shall update this conflict-of-interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

#### Disclosure Categories

1. Category 1: A person designated in Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district; and
- b. Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which are engaged in the acquisition or disposal of real property within the district, are engaged in work or services of the type used by the district, or manufacture or sell supplies, goods, machinery, or equipment of the type used by the district.

2. Category 2: A person designated in Category 2 shall disclose:

- a. Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which are engaged in work or services of the type used by the department which the designated person manages or directs; and
- b. Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which manufacture or sell supplies, goods, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Category 3: Disclosures for Consultants

Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the District's conflict of interest code subject to the following limitation: The Superintendent or designee 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 comply fully with the disclosure requirements of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection in the same manner and location as this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to (2 CCR [18700.3](#)):

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law

3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR [18704](#) or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR [18700.3](#).)

Bylaw Exhibit MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT

Adopted: December 1~~5~~<sup>4</sup>, 20~~22~~<sup>20</sup> Mountain View, California