

**RESOLUTION ADOPTING A  
CONFLICT OF INTEREST CODE**

**WHEREAS**, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

**WHEREAS**, the Governing Board of the Pasadena Unified School District has previously adopted a local conflict of interest code; and

**WHEREAS**, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

**WHEREAS**, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

**WHEREAS**, the Pasadena Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

**WHEREAS**, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

**NOW, THEREFORE, BE IT RESOLVED** that the Pasadena Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

**PASSED AND ADOPTED THIS** 27 day of OCTOBER, 2016, at a meeting, by the following vote:

AYES: 7 NOES: 0 ABSENT: 0

Attest:

  
\_\_\_\_\_  
Secretary/President

**Conflict of Interest Code of the  
Pasadena Unified School District**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,  
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached appendix designated officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**APPENDIX**

Disclosure Categories

1. **Category 1:**  
Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.  
  
Persons are not required to disclose a resident, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.
2. **Category 2:**  
Persons in this category shall disclose all investments and business positions.
3. **Category 3:**  
Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.
4. **Category 4:**  
Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or self services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.
5. **Category 5:**  
Persons in this category are those who perform under a charter agreement the duties of any position similar to that of any designated position on Pasadena Unified School District's Conflict of Interest Code and shall be required to the Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position. In addition, individuals who, under a charter agreement, participate in decisions by providing information, advice, recommendations to his or her charter school(s) which could affect financial interests shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the Superintendent or his or her designee.
6. **Category 6:**

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Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interest, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Superintendent or his or her designee of the agency.

**Designated Positions**

| <b>Designated Position</b>  | <b>Disclosure Category</b> |
|---|----------------------------|
| Governing Board Members   | 1, 2, 3                    |
| Superintendent of Schools   | 1, 2, 3                    |
| Associate Superintendent, School Support Services                                       | 2, 3                       |
| Chief Facilities Officer  | 1, 2, 3                    |
| Chief Business Officer  | 1, 2, 3                    |
| Chief Human Resources Officer   | 2, 3                       |
| Citizens' Bond Oversight Committee  | 1, 4                       |
| Chief Academic Officer  | 2, 3                       |
| Executive Director, Information Technology Services                                     | 4                          |
| Assistant Superintendent – Elementary   | 4                          |
| Assistant Superintendent – Secondary  | 4                          |
| Assistant Superintendent – Special Education  | 2, 3                       |
| Personnel Commissioner  | 2, 3                       |
| Executive Officer, Personnel Commission   | 2, 3                       |
| Assistant Superintendent Planning, Innovation,<br>Student Support Programs and Charters | 2, 3                       |
| Director, Human Resources   | 2, 3                       |
| Director, Facilities and Operations   | 1, 4                       |
| Director, Food Services   | 4                          |
| Administrators, Procurement and Contracts   | 4                          |
| Director, Accountability  | 4                          |
| Director, Budget  | 4                          |
| Administrator, Child Nutrition  | 4                          |
| Director, Child Welfare, Attendance & Safety  | 4                          |
| Charter School Board Member   | 1, 2, 3                    |
| Charter School Entity   | 5                          |
| Director of Curriculum, Instruction and<br>Professional Development                     | 2, 3                       |

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Consultants/New Positions\*

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\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant of a new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee’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).

Public Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200, et seq.:

Member, Pasadena Board of Education