

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

BCB

CONFLICTS OF INTEREST

The board recognizes that conflicts of interest promote poor decision making and erode public confidence in the board.

Approved: C-9/26/91

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY BCB CONFLICTS OF INTEREST

1. **"Conflict of Interest" Defined:** A conflict of interest, or a "conflict", shall refer to a situation whereby a board member has a financial and/or significant personal interest, in fact or in appearance, in the outcome of a decision to be made by the board or by those under the direction of the board. A conflict shall not include the board member's financial interest as a taxpayer unless a particular property interest of the board member is affected by the decision. A conflict shall not include the board member's personal interest as a parent when the decision involves the child's or stepchild's school, grade, and/or class (e.g. hiring staff, establishing educational direction, purchasing supplies); but a decision directed to the particular child or stepchild of a board member (e.g. discipline, special education, scholarships) shall create a conflict.

2. **Disclosure of Conflict Required:** A board member who learns that s/he has a conflict of interest or who has reasonable grounds to believe that another board member has a conflict of interest shall raise the issue with the board. If the conflict becomes known prior to a meeting of the board, the member shall file with the Superintendent the written particulars of the conflict of interest for inclusion on the agenda of the board as an item of business. If the conflict becomes known during a meeting of the board, the member shall immediately disclose the appropriate particulars of the conflict of interest. If the issue being dealt with is one that is being handled administratively and not by the board, the conflict shall be brought to the attention of the Superintendent as promptly as possible.

3. **Disclosure of Certain Information Prohibited:** No member of the board shall disclose any information acquired by him/her in the course of the member's official duties, or use such information, to further the member's interests. This shall not prohibit any board member from acquiring, disseminating, and utilizing any information which is available to the public in general as long as such information is obtained in the same manner as it would be obtained by any private citizen.

4. **Direct Interest:** Other than the board member's role in the elective office of the school board, a board member shall not have any direct pecuniary interest in a contract with the school district, nor shall a board member be paid to furnish directly any labor, equipment, or supplies to the district.

5. **Indirect Interest:** In the event a board member (a) is employed by a corporation or other business entity; or (b) has an ownership interest in a corporation or business which furnishes goods or services to the school district (not to include a decidedly minority ownership of stock in a corporation whose stock is generally traded on the open market), the board member shall declare his/her interest and refrain from debating or voting upon the question of contracting with the company.

6. Nepotism: In addition to restrictions as are required by law, a board member shall not vote upon the nomination, election, hiring and/or similar matters involving his or her father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in law, brother-in-law, or "step" relative of the same degree, and/or a member of the household. Nor shall a board member use any influence or participate whatsoever in the selection process when such a relative is an applicant for a position in the school district or to otherwise effect an employer/employee decision involving such a relative.

7. Procedure for Determining Conflicts of Interest: The question of whether or not a conflict of interest exists shall be decided by vote of the board. The board member who is alleged to have the conflict of interest shall not vote upon the question of his/her conflict of interest, but shall be entitled to participate in the debate regarding the question. If the vote upon whether there is a conflict results in a tie, then the chair or acting chair shall rule that there is a conflict of interest.

If the decision is one that is being made administratively, the Superintendent shall determine whether or not a conflict of interest exists after receiving whatever input s/he may find helpful.

If a conflict is determined to exist, the member having the conflict shall be prohibited from participating in the discussion and vote on the issue with respect to which the conflict is determined to exist. No member having a conflict of interest shall discuss the issue in which s/he has a conflict with any other member or employee in any other place or at any other time than at a meeting of the board not in non-public session.

Approved: C - 9/26/91

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