School Personnel Conflict of Interest Assurance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*name*) am the Governing Board Chair for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of* *state charter school)* “School”and provide the following information and assurances that no conflict of interest exists for any of the School staff or School board member:

**Part 1: Foundation**[[1]](#footnote-1)

The School has a relationship with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a non-profit foundation. The Foundation receives funding from the School as identified in the Charter Contract:

lease payments or other funding for a Facility, facility services and other associated costs

funding from the School for the following additional purposes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Foundation provides the following benefits for the School, School personnel or School Board from funding that originated from the School:

Provides bonuses or retention payments for School staff

Contracts with School personnel or Board members for additional services

Provides travel expenses for School staff or School board members

Provides training, or training costs or expenses to School staff or School board members

Other expenses that provide a benefit to the School (other than a facility or facility-related expense), School staff or Board members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following staff at the School (employed or on contract) or board member at the School also has a relationship with the Foundation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (Identity of the School staff member or School board member) | Position at the School | 1. Serves on the board of the Foundation | 1. Monies, benefits or possible benefits to be received from the Foundation | 1. Employed by, or contracts with, the Foundation |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

For each person listed above, please identify why no conflict of interest exists because of the role at the School and Foundation:

|  |  |  |
| --- | --- | --- |
| Person identified above | Description as to why no conflict of interest is presentand no violation is possible because of any state or federal ethic law, including NMAC 6.60.9.1 *et. seq.* (*for education employees*). | Actions taken at the School or Foundation to ensure no conflict exists |
| 1st person identified above: |  |  |
| 2nd person identified above: |  |  |
| 3rd person identified above: |  |  |
| 4th person identified above: |  |  |
| 5th person identified above: |  |  |

**Part 2: Third-Party Relationship**

As identified in the Charter Contract, the Governing Body or School has a contractual relationship with a third-party entity or individual that is a foundational element to the implementation of the School’s Mission or educational program. That third party is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and provides the following service to the School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The School  provides or  does not pay a fee for the services of the Third Party.

The Third-Party provides the following benefits for the School, School personnel or School Board:

Provides bonuses or retention payments for School staff

Contracts with School personnel or Board members for additional services

Provides travel expenses for School staff or School board members

Provides training, or training costs or expenses to School staff or School board members

Other expenses that provide a benefit to the School (other than a facility or facility-related expense), School staff or Board members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following staff at the School (employed or on contract) or board member at the School also has a relationship with the Third Party:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (Identity of the School staff member or School board member) | Position at the School | 1. Relationship with Third Party | 1. Monies, benefits or possible benefits to be received from the Third Party | 1. Employed by, or contracts with, the Third Party |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

For each person listed above, please describe why no conflict of interest exists because of the role at the School and Third Party:

|  |  |  |
| --- | --- | --- |
| Peron identified above | Description as to why no conflict of interest is presentand no violation is possible because of any state or federal ethic law, including NMAC 6.60.9.1 *et. seq.* (*for education employees*). | Actions taken at the School or Third Party to ensure no conflict exists |
| 1st person identified above: |  |  |
| 2nd person identified above: |  |  |
| 3rd person identified above: |  |  |
| 4th person identified above: |  |  |
| 5th person identified above: |  |  |

The Governing Board understands that the Public Education Commission or Charter Schools Division may request additional information for any disclosures described above to confirm that no conflict of interest exists:

|  |
| --- |
|  |
| *Signature of School Governing Board Chair* |
| Name: |
| Date: |

1. Note: If the Foundation receives no funding from the School, and receives funds only from private sources, the School does not need to provide information on the Foundation. [↑](#footnote-ref-1)