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)