

STAFF CONFLICT OF INTEREST
(Districts Including No Portion of a First-Class County)

Employees of the Board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Bowling Green R-I School District staff and may be disciplined or terminated for doing so. For the purposes of this policy, a "business with which a person is associated" means:

1. A sole proprietorship owned by the employee, his or her spouse or dependent children in the person's custody.
2. A partnership or joint venture in which the employee or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the employee is an officer or director or of which the employee, spouse or dependent children in the employee's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the employee is the settlor or trustee, or in which the employee, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

The following activities are explicitly prohibited:

1. Except as allowed in this policy, employees or businesses with which they are associated are prohibited from selling or providing personal property to the district.
2. Employees will not participate in any manner, directly or indirectly, in which the employee attempts to influence any decision of the district when the employee knows the result of the decision may be the acceptance of the performance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
3. An employee will not use his or her position with the district to influence purchases made by students or their parents/guardians resulting in the financial gain of the employee, the employee's spouse, the dependent children of the employee, or businesses or businesses with which they are associated unless authorized by the Board of Education.
4. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in their capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees for use of intellectual property an employee creates in his or her capacity as an employee of the district

to employees or businesses with which the employee is associated, unless authorized by the Board of Education.

5. An employee will not receive compensation other than the compensation received from the district for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
6. Employees will not accept gifts of substantial value from vendors, students or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$50.
7. Employee will not use district property, including the district's intellectual property, or confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business unless authorized by the Board of Education.

Administrative or Executive Employees

In addition to the above-listed requirements, the following restrictions apply to all administrative or executive employees in the school district, in accordance with law. Administrative and executive employees of the district may:

1. Provide services to the district as independent contractors, in addition to the compensation provided for the performance of their official duties. If the compensation for such services exceeds \$500 per transaction or \$5,000 per year, the district must first give public notice and competitively bid the services and the district employee's bid must be the lowest received.
2. Sell, rent or lease personal property to the district. The transaction must be bid and the employee's bid must be the lowest received if the compensation for the property exceeds \$500 per transaction or \$5,000 per year.
3. Sell, rent or lease real estate to the district. Public notice of the transaction must be given prior to execution if the compensation for the property exceeds \$500 per transaction or \$5,000 per year.
4. Not receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.
5. Not perform any service for compensation by which they attempt to influence a decision of the district for one (1) year after the termination of their employment with the district.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: June 28, 2010

Revised:

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DA, Fiscal Responsibility
DJF, Purchasing
DN, Surplus School Property
KG, Community Use of School Facilities

Legal Refs: §§ 105.450 - .458, .462, .466 - .467, .472, 168.126, 171.181, RSMo.

Bowling Green R-I School District, Bowling Green, Missouri

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