

Conflict of Interest Code
of the

Montebello 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, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating 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, Superintendent of Schools, and the Superintendent of Education 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).

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Exhibit "A"

CATEGORY 1

Persons in this category shall disclose all interest 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 property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

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 sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income (including gifts, loans and travel payments) from, investments in, and business positions with any district employee, any agent or employee association representing any such employee, and business positions with, investments in or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

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Exhibit "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Education	1, 2, 3
Superintendent of Schools	1, 2, 3
Director, Fiscal Services	1, 2, 3
Assistant Superintendent, Business Services	1, 2, 3
Director, Maintenance, Operations & Facilities Development	1, 2, 3
Director of Procurement and Logistics	1, 2, 3
Personnel Commission Members	4, 5
Assistant Superintendent, Human Resources	2, 3
Assistant Superintendent Educational Services	4
Assistant Superintendent, Student Services	4
Director, Educational Services	4
Director, Federal & State Programs	4
Director of Nutrition Services	4
Director of Risk Management	4
Director of Transportation	1, 4
Sourcing & Contracting Manager	1, 4
Senior Buyer	4
Citizens' Bond Oversight Committee Members	1, 4
Client Support Manager	4
Director, Special Education	4
Director, Adult Education & Support Services	4
Director, Student Services	4

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Exhibit "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director, Head Start Office	4
Chief of Police	4
Director, Certificated Human Resources	4, 5
Director, Classified Human Resources	4, 5
Operations Manager	4
Facilities Project Manager	4
Maintenance Manager	4
Payroll & Benefits Manager	4
Buyer	4
Transportation Manager	4
Budget Manager	4
Administrator on Special Assignment	4
Principals	4
Senior Network Engineer	4
Facilities Project Coordinator	4
Hazardous Materials Coordinator	4
Consultants/New Positions*	

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Exhibit "B"

* 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 of Schools or his or her designee may determine in writing that a particular consultant or 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 of Schools 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.)

Individuals who perform under contract the identical 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.

EFFECTIVE: 11/25/2020