



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: County Counsel
Department No.: 0710
For Agenda Of: February 1, 2011
Placement: Administrative
Estimated Tme: n/a
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: County Counsel Dennis A. Marshall x2950
Contact Info: Jerry F. Czuleger x2950

SUBJECT: Amendment to the Conflict of Interest Code of the Santa Barbara County
Education Office

County Counsel Concurrence

As to form: Yes

Other Concurrence: n/a

Auditor-Controller Concurrence

As to form: n/a

Recommended Actions:

That the Board of Supervisors approves the attached proposed amendments to the Conflicts of Interest Code of the Santa Barbara County Education Office ("SBCEO").

Summary Text:

The SBCEO's Conflicts of Interest Code amendments were adopted August 31, 2010. The amendments include new positions that must be designated, a revision of titles of existing designated positions and deletes titles of positions that have been abolished. (See attached "2010 Local Agency Biennial Notice")

Background:

All public agencies are required by the Political Reform Act of 1974 to:

1. Adopt local conflicts of interest codes identifying the reporting requirements of covered employees;
2. Review the need for any revisions to their local conflicts of interest codes on a biennial basis.

The revised Conflicts of Interest Code would be effective once approved by your Board.

Special Instructions:

Please forward a copy of the minute order reflecting the Board's action to Albert Zonana at Santa Barbara County Education Office; and to Senior Deputy County Counsel Jerry F. Czuleger.

Attachments:

August 31, 2010 – 2010 Local Agency Biennial Notice (with attachments) from Santa Barbara County Education Office.

Authored by:

Senior Deputy County Counsel Jerry F. Czuleger

CC:

Santa Barbara County Education Office

2010 LOCAL AGENCY BIENNIAL NOTICE

Name of Agency: Santa Barbara County Education Office

Mailing Address: P.O. Box 6307, Santa Barbara, CA 93160-6307

Contact Person: Albert Zonana

Telephone No: 805-964-4711 x5279

Email: azonana@sbceo.org

Fax No: 805-964-4713

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined the *(Check on box)*:

An amendment is required. The following amendments are necessary:

(Mark all that apply.)

- Include new positions (including consultants) that must be designated.
- Delete positions that manage public investments from the list of designated positions.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete titles of positions that have been abolished.
- Other *(describe)* _____

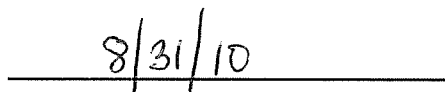
No amendment is required.

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code section 87302.



 Signature of Chief Executive Officer



 Date

Complete this notice regardless of how recently your code was approved or amended and return **no later than October 1, 2010** to:

SANA BARBARA COUNTY ELECTIONS
 PO BOX 61510
 SANTA BARBARA, CA 93160-1510
 Attn: Sheila Hess

POLICY -- CONFLICT OF INTEREST CODE

BP2007

The Political Reform Act, Government Code Sections 81,000 *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. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. The terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendices "A" and "B" in which employees and officials are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Santa Barbara County Education Office.

Pursuant to Section 4 of the standard Code, designated employees and officials shall file statements of economic interest with the Santa Barbara County Education Office. Upon receipt of the statements of the County Superintendent of Schools and members of the County Board of Education, the County Education Office shall make and retain a copy and forward the originals of these statements to the Elections Division of the Santa Barbara County Clerk/Recorder. Statements for all other designated employees will be retained by the County Education Office.

EXHIBIT "A"
DESIGNATED POSITIONS

- I. Persons occupying the following positions are designated employees and officials, and must disclose financial interests in Categories 1 and 2 defined in Exhibit "B".

Members, County Board of Education
Members, Personnel Commission
County Superintendent of Schools
Assistant Superintendents
Legal Counsel

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 2 of Exhibit "B".

None

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 3 of Exhibit "B".

Administrative Services Manager
Administrator, Computer Center
Administrator, Internal Services
Administrator, Juvenile Court and Community Schools
Administrator, School Business Advisory Services
Administrator, Special Education
Benefits Manager
Children's Creative Project Manager
Children's Health Initiative Program Manager
Computer Center Manager
~~Computer/Network Supervisor~~
Coordinator, Community Day Schools
Coordinator, Computers for Families
Coordinator, Educational Technology
Coordinator, English Learner Services
Coordinator, Special Education Programs
Director, Beginning Teacher Support and Assessment (BTSA)
Director, Child Development
Director, Classified Human Resources
Director, Communications
Director, Community Education and Special Projects for the Superintendent

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Director, Curriculum, Instruction and Program Support
Director, Educational Support Services
Director, Instructional Media Services
Director, Leadership Support Services
Director, Migrant Education
Director, Professional Development
Director, R-Tac For Reading First
Director, Regional Occupational Program
Director, Secondary Support Services
Director, Teacher Programs & Support
Early Childhood Oral Health Program Manager
Financial Services Manager, School Business Advisory Services
Financial Services Manager, Special Education
Fiscal Services Controller
Fiscal Services Manager
Guidance Supervisor, Regional Occupational Program
Health Linkages Program Coordinator
Maintenance and Operations Manager
Manager, Homeless Education and Liaison Project
Manager, WEB Nurses
North County Liaison/Office Manager
Payroll and Retirement Manager
Principal, Juvenile Court & Community Schools
~~Program Coordinator, Mathematics~~
Program Development and Accountability Manager
Program Manager, Welcome Every Baby
Regional Occupational Program Coordinator
Regional Occupational Program Manager, North County
Risk and Loss Control Manager
School District Financial Advisor
Special Education Related Services Manager
Vocational and Transition Services Manager

- IV. Consultants are included in the list of designated positions and must disclose financial interests defined in Categories 1, 2, and 3 of Exhibit "B", subject to the following limitation:

The County Superintendent of Schools or designee may determine in writing that a particular consultant, 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 the

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disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The County Superintendent/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.

EXHIBIT "B" DISCLOSURE CATEGORIES

CATEGORY 1

- A. Interests in real property which is located in whole or in part within the jurisdiction of the County Education Office if the fair market value of the interest is One Thousand Dollars (\$1,000.) or more.
- B. Investments in or income from business entities which are contractors or subcontractors which are or have been within the previous two-year period engaged in or in the foreseeable future may engage in the performance of building construction or design for the County Education Office.
- C. Investments in or income from persons or business entities engaged in the acquisition of or disposal of real property within the jurisdiction of the County Education Office.

CATEGORY 2

Investments in or income from business entities which within the last two years have contracted or in the future foreseeably may contract with the County Education Office to provide work, services, materials, machinery or equipment.

CATEGORY 3

Investments in or income from business entities which within the last two years have contracted or in the future foreseeably may contract with the County Education Office to provide work, services, materials, machinery or equipment of the type utilized by the department for which the designated employee is a manager or director.

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ADOPTED BY COUNTY BOARD:	February 3, 1977
REVISED:	July 5, 1984
APPROVED BY BOARD OF SUPERVISORS:	August 6, 1984
REVISED:	March 7, 1985
APPROVED BY BOARD OF SUPERVISORS:	March 25, 1985
REVISED:	December 5, 1985
APPROVED BY BOARD OF SUPERVISORS:	January 21, 1986
REVISED:	December 4, 1986
APPROVED BY BOARD OF SUPERVISORS:	January 12, 1987
REVISED:	December 3, 1987
APPROVED BY BOARD OF SUPERVISORS:	February 1, 1988
REVISED:	May 2, 1991
APPROVED BY BOARD OF SUPERVISORS:	June 25, 1991
REVISED:	January 2, 1992
APPROVED BY BOARD OF SUPERVISORS:	January 28, 1992
REVISED:	December 3, 1992
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REVISED:	December 1, 1993
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REVISED:	December 1, 1994
APPROVED BY BOARD OF SUPERVISORS:	January 24, 1995
REVISED:	December 7, 1995
APPROVED BY BOARD OF SUPERVISORS:	January 16, 1996
REVISED:	November 7, 1996
APPROVED BY BOARD OF SUPERVISORS:	January 21, 1997
REVISED:	December 3, 1998
APPROVED BY BOARD OF SUPERVISORS:	February 9, 1999
REVISED:	March 2, 2000
APPROVED BY BOARD OF SUPERVISORS:	April 4, 2000
REVISED:	November 2, 2000
APPROVED BY BOARD OF SUPERVISORS:	January 2, 2001
REVISED:	January 3, 2002
APPROVED BY BOARD OF SUPERVISORS:	February 19, 2002
REVISED:	November 6, 2003
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REVISED:	November 4, 2004
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REVISED:	January 5, 2006
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REVISED:	December 6, 2007
APPROVED BY BOARD OF SUPERVISORS:	February 26, 2008
REVISED:	December 4, 2008
APPROVED BY BOARD OF SUPERVISORS:	February 17, 2009
REVISED:	January 7, 2010
<u>APPROVED BY BOARD OF SUPERVISORS</u>	

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Director, Classified Human Resources
Director, Communications
Director, Community Education and Special Projects for the Superintendent
Director, Curriculum, Instruction and Program Support
Director, Educational Support Services

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