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November 20, 2008

2008 NOV 26 PM 4:47  
COUNTY OF SANTA BARBARA  
CLERK OF THE  
BOARD OF SUPERVISORS

Michael Allen, Chief Deputy Clerk  
County Board of Supervisors  
Santa Barbara County  
105 East Anapamu Street  
Santa Barbara, CA 93101

Re: Santa Barbara School Districts – Amendment of Conflict of  
Interest Code and Request for Notice

Dear Michael:

Enclosed for review and approval by the Board of Supervisors is the amended Appendix of the Conflict of Interest Code of the Santa Barbara School Districts. The Appendix was amended by the District's Board of Education on November 18, 2008, by Resolution No. 08/09-15, a copy of which is also enclosed. As you can see by the enclosed legislative version of the Appendix, this amendment was done to include new positions that must be designated, revise titles of existing positions, delete positions that have been abolished by the District and revise disclosure categories.

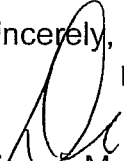
Please notify me when this matter will be submitted to the Board for approval. I would also appreciate a copy of the Resolution or Minute Order approving the District's amended Appendix.

**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

Michael Allen  
Chief Deputy Clerk of the Board of Supervisors  
County of Santa Barbara  
November 20, 2008  
Page 2

Please feel free to call or email me if you or County Counsel have any questions regarding the enclosed or this matter.

Sincerely,



Dianna Marie Valdez  
Conflicts of Interests & Ethics Coordinator  
for BEST BEST & KRIEGER LLP  
Special Counsel  
Santa Barbara School Districts

:dmv  
Encls:

# APPENDIX

CONFLICT OF INTEREST CODE  
OF THE  
SANTA BARBARA SCHOOL DISTRICT  
AND THE  
SANTA BARBARA HIGH SCHOOL DISTRICT  
(Amended November 18, 2008)

## EXHIBIT "A"

### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the Districts' Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>4</sup>:

Members of the Board of Education

Superintendent

Deputy Superintendent, Business Services

Financial Consultants

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<sup>4</sup> Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by § 87200.

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant	4, 5
Administrator for Safety, Welfare & Attendance	6
Assistant Principal (ALL)	6
Associate Superintendent for Education	6
Buyer	5
Coordinator, Administrative Services and Communications	6
Coordinator, Certificated Personnel	6
Coordinator/Child Development	6
Coordinator, Classified Personnel	6
Director of Curriculum and Categorical Programs	6
Director, Facilities and Operations	2, 3, 6
Director, Fiscal Services	5
Director, Food Service	6
Director, Personnel Services	6
Director, Research, Evaluation, and Technology	6
Director, Special Education	6
Director, Student Services & Compliance	6
Elementary Title I Program Improvement Coordinator	6
General Counsel	1, 2

DESIGNATED EMPLOYEES'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

Principal (ALL)	6
Project Manager (ALL)	6
Purchasing Technician	5
Supervisor, Computer Technology	6
Supervisor, Information Services	6
Purchasing Coordinator	5

MEMBERS OF BOARDS,  
COMMITTEES AND COMMISSIONS

Bond Oversight Committee	1, 2
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Consultant<sup>5</sup>

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<sup>5</sup> Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the 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 Superintendent'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

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans, and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income located in, that do business in or own real property within the jurisdiction of the Districts.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Districts.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Districts.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Districts.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

RESOLUTION NO. 08/09-15

**RESOLUTION OF THE BOARD OF EDUCATION OF THE  
SANTA BARBARA SCHOOL DISTRICTS AMENDING THE  
APPENDIX OF THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Santa Barbara School Districts (the "Districts") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Education of the Districts adopted a Conflict of Interest Code (the "Code") which was amended on May 16, 2006, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the Districts have made it advisable and necessary, pursuant to Sections 87306 and 87307 of the Act, to amend and update the Appendix of the Districts' Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Districts being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Education of, the proposed amended Appendix was provided each affected designated employee and publicly posted for review at the offices of the Districts; and

**WHEREAS**, a public meeting was held upon the proposed amended Appendix at a regular meeting of the Board of Education on November 18, 2008, at which all present were given an opportunity to be heard on the proposed amended Appendix.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Santa Barbara School Districts that the Board of Education does hereby adopt the proposed amended Appendix of the Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Coordinator, Certificated Personnel, and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Appendix of the Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of Santa Barbara for approval and said amended Appendix shall become effective 30 days after the Board of Supervisors approves the proposed amended Appendix as submitted.

PASSED AND ADOPTED this 18<sup>th</sup> day of November, 2008.

AYES: 5

NOES: 0

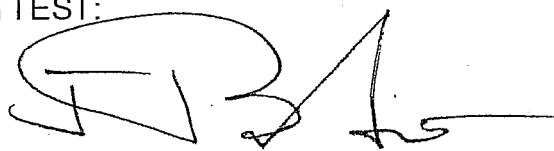
ABSTAIN: 0

ABSENT: 0

BOARD OF EDUCATION OF THE SANTA  
BARBARA SCHOOL DISTRICTS

  
\_\_\_\_\_  
President of the Board of Education

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board of Education



# APPENDIX

CONFLICT OF INTEREST CODE  
OF THE  
SANTA BARBARA SCHOOL DISTRICT  
AND THE  
SANTA BARBARA HIGH SCHOOL DISTRICT  
(Amended November 18, 2008)

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Deputy Superintendent, Business Services

Financial Consultants

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Associate Superintendent for Education	6
Buyer	5
Coordinator, Administrative Services and Communications	6
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Coordinator/Child Development	6
Coordinator, Classified Personnel	6
Director of Curriculum and Categorical Programs	6
Director, Facilities and Operations	2, 3, 6
Director, Fiscal Services	5
Director, Food Service	6
Director, Personnel Services	6
Director, Research, Evaluation, and Technology	6
Director, Special Education	6
Director, Student Services & Compliance	6
Elementary Title I Program Improvement Coordinator	6
General Counsel	1, 2

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Principal (ALL)	6
Project Manager (ALL)	6
Purchasing Technician	5
Supervisor, Computer Technology	6
Supervisor, Information Services	6
Purchasing Coordinator	5

MEMBERS OF BOARDS,  
COMMITTEES AND COMMISSIONS

Bond Oversight Committee	1, 2
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Consultant<sup>5</sup>

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<sup>5</sup> Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the 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 Superintendent'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.

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Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Districts.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**APPENDIX**

**CONFLICT OF INTEREST CODE**

**OF THE**

**SANTA BARBARA SCHOOL DISTRICT  
AND THE  
SANTA BARBARA HIGH SCHOOL DISTRICT**

**(Amended ~~May 16, 2006~~ November 18, 2008)**

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<u>Administrator for Safety, Welfare &amp; Attendance</u>	<u>6</u>
Assistant Principal (ALL)	6
<del>Assistant</del> <u>Associate Superintendent, Elementary for</u> Education	6
<del>Assistant Superintendent, Secondary Education</del>	6
<u>Buyer</u>	<u>5</u>
<del>Coordinator, Director of Curriculum and</del> <u>Categorical</u> Programs	6
Coordinator, Certificated Personnel	6
Coordinator/Child Development	6
Coordinator, Classified Personnel	6
Coordinator, <del>Special Projects</del> <u>Administrative Services</u> and Communications	6
<del>Director, Compliance and Categorical</del> Programs <u>Student Services &amp; Compliance</u>	6
Director, Facilities and Operations	2, 3, 6
Director, Fiscal Services	5
Director, Food Service	6
Director, Personnel <u>Services</u>	6
Director, <del>Research and Evaluation, and</del> <u>Technology</u>	6

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Director, Special Education	6
Elementary Title I Program Improvement Coordinator	6
General Counsel	1, 2
Principal (ALL)	6
Project Manager (ALL)	6
Purchasing Assistant <u>Technician</u>	5
Supervisor, Computer Technology	6
Supervisor, Information Services	6
<u>Supervisor, Purchasing/Warehouse</u> <u>Purchasing</u> <u>Coordinator</u>	5

MEMBERS OF BOARDS,  
COMMITTEES AND COMMISSIONS

Bond Oversight Committee 1, 2

Consultant<sup>5</sup>

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Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Districts, ~~plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.~~

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

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