

## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL**

### **General Provisions**

Officers and employees of the District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official power and duties. The Board recognizes that in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

### **Standards of Conduct**

The following rules and standards of conduct apply to all officers, including Board members, and employees of the Churchville-Chili Central School District. These rules are in addition to the Code of Conduct and all other policies, laws, rules, and regulations.

#### *Conduct*

All officers and employees shall lead by example; be a role model; engage in civil and constructive discussions; exercise good judgment; and maintain professionalism. All officers and employees shall refrain from engaging in any action that breaches public trust and/or confidence; violates their oath of office, policy, law, rule, regulation, fiduciary duties, applicable precedent and/or the Code of Conduct; and/or interferes with or may interfere with the Board of Education's ability to function.

All officers and employees must at all times clearly distinguish their personal views from those of the District.

Board members must refrain from acting as a representative of the Board and from taking action on behalf of the Board unless delegated by the Board for a particular, limited purpose.

#### *Gifts*

No person may directly or indirectly, solicit, accept or receive any gift having a value of seventy-five dollars (\$75) or more under circumstances in which it could reasonably be inferred that the gift was intended or

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### *Gifts (Cont'd.)*

expected to influence the individual in the performance of his or her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

### *Confidential Information*

No person may disclose confidential information acquired by him or her in the course of his/ or her official duties or use such information to further his/ or her personal interest.

### *Conflicts of Interest*

The integrity and appearance of integrity with the management of the school district is paramount. To that end a district employee involved in a romantic or familial relationship with another district employee cannot supervise, hire, evaluate, promote, or discipline that employee. The district encourages self-disclosure in an effort to meet this goal and allow an opportunity for a possible (to be determined on a case by case basis) reassignment and/or transfer and in accordance with the collective bargaining agreement, if applicable.

Except as permitted by law, no person may have an interest in any contract with the District when he or she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his or her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

No employee, officer, or agent will participate in selecting, awarding, or administering a contract supported by a federal award if he or she has a real or apparent conflict of interest. These conflicts could arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in or a tangible personal interest benefit from a firm considered for a contract. The employees, officers, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District, may, however, set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

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## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (CONT'D.)**

### *Conflicts of Interest (Cont'd.)*

“Interest,” as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his or her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he or she is a member or employee; a corporation of which he or she is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by him or her.

The provisions of the preceding five paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

### *Representing Others in Matters Before the District*

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual’s compensation is contingent upon any action by the District with respect to the matter.

### *Disclosure of Interest in Contracts and Resolutions*

Any District officer or employee, who has, will have, or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of such interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of of the actual or prospective interest, and must be filed with the person’s immediate supervisor and the Board. Any written disclosure will be made part of and included in the official minutes.

### *Investments in-Conflict with Official Duties*

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his or her official duties, or that would otherwise impair his or her independence of judgment in the exercise of performance of his or her official powers or duties.

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## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (CONT'D.)**

### *Private employment*

No person may engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

### *Future employment*

No person may, after the termination of service or employment with the District, appear before the District on behalf of his or her employer in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment with the District or which was under his or her active consideration while he or she was with the District.

### *Notice of Code of Ethics and General Municipal Law Sections 800-809*

The Superintendent will ensure that a copy of this code of ethics is distributed to every District officer and employee, and that a copy of General Municipal Law Sections 800-809 is posted conspicuously in each District building. Failure to distribute this code of ethics or to post General Municipal Law Sections 800-809 will have no effect on either the duty of District officers and employees to comply with their provisions, or the ability of the District or other relevant authorities to enforce them.

### *Penalties*

Any person who knowingly or intentionally violates any of the provisions of this policy may be fined, suspended or removed from office or employment, or subject to additional penalties as provided by law.

Education Law § 410  
General Municipal Law Article 18 and §§ 800-809  
2 CFR § 200.318(c)(1)

Adopted: 7/10/2001  
Revised: 3/28/2006, 3/23/2010, 11/26/2019, 7/11/2023  
Reviewed: 8/23/2011; 3/28/2023