

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1740 (Administration) of the Board of Education
Regarding Ethics: Definitions**

Definitions for Policy #1740 and All Accompanying Procedures

- I. All definitions in this procedure apply to Calvert County Board of Education Policy #1740 Regarding Ethics as well as to all accompanying administrative procedures.
 - A. Business entity – a corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit
 - B. Compensation – Any money or thing of value, regardless of form, received or to be received by any individual covered by this policy and procedures from Calvert County Public Schools for services rendered. For the purposes of this policy and procedures, if lobbying is only a portion of a person’s employment, compensation means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.
 - C. Designated Second Home – If an individual owns one second home, the individual’s second home; or if an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual’s designated second home.
 - D. Doing business with – having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of \$5000 or more of school system funds; being subject to the authority of the school system; or being registered as a lobbyist under Calvert County Public Schools Procedure 1740.5 Regarding Lobbying
 - E. Employee – An individual who is an employee of the Calvert County Board of Education or Calvert County Public Schools; employee includes the Superintendent
 - F. Ethics Panel or Panel – the Calvert County Board of Education Ethics Panel as established by Calvert County Public Schools Policy Regarding Ethics #1740
 - G. Financial interest – ownership of any interest as the result of which the owner has received within the past 3 years or is presently receiving, or in the future is entitled to receive, more than \$1000 per year; or ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by an official or the spouse of an official.
 - H. Gift – the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration; gift does not include political campaign contributions regulated under the Elections Law Article, Annotated Code of Maryland,

Administration 1740.1

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or any other provision of State or local law regulating the conduct of elections or the receipt of political campaign contributions.

- I. Home Address – the address of an individual’s principal home; and designated second home, if any.
- J. Immediate family – spouse and dependent children
- K. Interest –A legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly. Interest includes any interest held at any time during the reporting period. Interest does not include an interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter; an interest in a time or demand deposit in a financial institution; and interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period; a common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or a college savings plan under the Internal Revenue Code.
- L. Lobbying – Lobbying is:
 - 1. Communicating in the presence of an official with the intent to influence any official action of that official, and spending over \$500 for food, entertainment, or other gifts during the calendar year in connection with the communication or intent to influence; or
 - 2. Engaging in activities having the express purpose of soliciting others to communicate with an official with the intent to influence that official; and spending over \$500 in connection with the activities or intent to influence.
- M. Lobbyist – a person required to register, and report expenses related to lobbying under Calvert County Public Schools Procedure 1740.5 Regarding Lobbying.
- N. Member of the Board – a member of the Calvert County Board of Education
- O. Official – a member of the Calvert County Board of Education, and employee of the Board of Education or Calvert County Public Schools, and the Superintendent
- P. Outside employment – Work, including teaching, for an individual or business entity other than the Calvert County Public Schools for which an individual receives remuneration or other economic gain.
- Q. Person – includes an individual or business entity
- R. Principal Home – means the sole residential property that an individual occupies as the individual’s primary residence, whether owned or rented by the individual.
- S. Qualified relative – Spouse, parent, child, or sibling

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- T. Quasi-Governmental Entity – an entity that is created by State statute, that performs a public function, and that is supported in whole or in part by the State but is managed privately.
- U. School System – the educational system under the authority of the Calvert County Board of Education.
- V. Second Home – a residential property that: 1) an individual occupies for some portion of the filing year; and 2) is not a rental property or a time share.