

POLICY – CONFLICTS OF INTEREST (Districts with 2,000 or more students) 1610

BENEFICIAL INTEREST IN CONTRACTS

Neither a School Director nor a District Officer (such as the superintendent) may benefit, directly or indirectly, in any contract made by, through or under the Director's or Officer's supervision, except as provided below:

- A. A director or officer may enter into a contract with the district to offer goods or services (except legal services) if the director or officer does not receive more than \$3,000.00 in any calendar month under the contract. The district will maintain a list of all contracts covered under this paragraph, and the list will be available for the public to inspect and copy.
- B. A director may be designated as clerk and/or purchasing agent of a district.
- C. The spouse of a director or officer may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. For a director's or officer's spouse to be employed as a substitute teacher, the superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the district's anticipated needs, and the superintendent must ensure that substitute teachers are fairly and impartially assigned to available positions.
- D. If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. The terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- E. The director or officer may have a remote interest in a contract. The interest, though, must be disclosed prior to board action and must be recorded in the official minutes.

A director may not vote on the authorization, approval, or ratification of a contract in which they are beneficially interested and to which one of the exceptions described above applies. Before the board approves a contract in which a director is beneficially interested, the director must disclose their interest to the board and the director's interest must be noted in the official minutes.

Before the board approves the employment of a director or a director's or an officer's spouse, the superintendent or designee will inform the board of other individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a position or employee based on a family relationship with a director or officer. All employment decisions will be made by choosing the applicant that furthers the best interests of the school district.

Whenever a director, or their spouse is employed by the district, the director will refrain from participating in or attempting to influence any board action affecting the employment status of the director or their spouse. Actions affecting

employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, and considering or imposing discipline and termination.

The superintendent will maintain a log of any contract subject to this policy and annually or when a new director assumes office, will inform the board of the existence of all such contracts.

Legal References:	RCW	
	28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against
	28A.635.050	Certain Corrupt Practices of School Officials-Penalty
	42.23.030	Interests in Contracts Prohibited—Except Cases
	43.23.040	Remote Interests
	42.23.070	Prohibited Acts

Adopted:	November 18, 1985	NTSD Board of Directors
Amended:	May 7, 2007	NTPS Board of Directors
Reviewed:	October 20, 2009	NTPS Board of Directors
	June 6, 2017	NTPS Board of Directors
Amended:	February 13, 2018	NTPS Board of Directors
	April 18, 2023	NTPS Board of Directors
	January 7, 2025	NTPS Board of Directors