

**University Laboratory School: A Hawai'i Public Charter School**  
**CONFLICT OF INTEREST & DISCLOSURE POLICY**

**SECTION 1. PURPOSE:**

The University Laboratory School is a state-funded organization that has been given autonomy in most matters in return for accountability. In order to maintain financial stability, public trust and support, charter school staff and governing board members shall demonstrate high ethical standards and welcome scrutiny by and accountability to governmental authorities as well as to members of the public.

Consequently, there exists between the University Laboratory School and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the school honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the school and its students. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school or knowledge gained therefrom for their personal benefit. The interests of the school must be the first priority in all decisions and actions.

All governing board members are bound by the State Ethics Laws as a public entity as stated in HRS Chapter 84.

**SECTION 2. PERSONS CONCERNED:**

This statement is directed not only to directors and the governing board, but to all employees who can influence the actions of the governing board. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the University Laboratory School.

**SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:**

Conflicts of interest may arise in the relations of directors, governing board members, and employees with any of the following third parties:

1. Persons and firms supplying goods and services to the school.
2. Persons and firms from whom the school leases property and equipment.
3. Persons and firms with whom the school is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the school.
6. Agencies, organizations, and associations which affect the operations of the school.
7. Family members, friends, and other employees.

**SECTION 4. NATURE OF CONFLICTING INTEREST:**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or businesses mentioned in Section 3. Such an interest might arise through:

1. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the school.
2. Receiving remuneration for services with respect to individual transactions involving the school.
3. Using the school's time, personnel, equipment, supplies, or good will for other than school-approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with the school.

5. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### **SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, governing board members, and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the school.

However, it is the policy of the Charter School Commission that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, directors, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### **SECTION 6. DISCLOSURE POLICY AND PROCEDURE:**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The governing board or a duly constituted committee thereof has determined that the transaction is in the best interest of the organization; and
5. State Ethics Laws.

Disclosure in the organization should be made to the school director (or if she or he is the one with the conflict, then to the governing board chair), who shall bring the matter to the attention of the board or a duly constituted committee thereof. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board or a duly constituted committee thereof.

The governing board or a duly constituted committee thereof shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the University Laboratory School. The decision of the governing board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of the school and its students and the advancement of its purpose and in accordance with State Ethics Laws.

**University Laboratory School: A Hawai'i Public Charter School**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you.

These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest
- d. which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR GOVERNING BOARD MEMBER: (Please print)

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2. CAPACITY:

\_\_\_\_\_ Governing Board member      \_\_\_\_\_ Charter school employee

3. Have you or any of your affiliated persons provided services or property to University Laboratory School in the past year?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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4. Have you or any of your affiliated persons purchased services or property from the University Laboratory School the past year?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the University Laboratory School was or is a party?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to the University Laboratory School at any time in the past year (other than travel advances or the like)?

\_\_\_\_ YES      \_\_\_\_ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the University Laboratory School or as a result of your relationship with the school, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the school?

\_\_\_\_ YES      \_\_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the University Laboratory School?

\_\_\_\_ YES      \_\_\_\_ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by school's governing board in accordance with the terms and intent of school's conflict of interest policy?

\_\_\_\_ YES      \_\_\_\_ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I CONFIRM that I have read and understand school's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the governing board chair immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**University Laboratory School: A Hawai'i Public Charter School**  
**GIFT POLICY AND DISCLOSURE FORM**

As part of its conflict of interest policy, the University Laboratory School requires that governing board members and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the school or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

**Section 1.** "Responsible Person" is any person serving as an officer, employee or a governing board member of the University Laboratory School .

**Section 2.** "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

**Section 3.** "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the University Laboratory School is not a "contract" or "transaction."

**Section 4.** Prohibited gifts, gratuities and entertainment. Except as approved by the governing board or its designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with the University Laboratory School or,
2. Does or seeks to compete with the University Laboratory School or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the University Laboratory School.

**GIFT STATEMENT**

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date