



## **CODE OF ETHICS FOR SCHOOL TRUSTEES, ADVISORY BOARD, DIRECTORS, OFFICERS, AND EMPLOYEES**

The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school board trustees and their staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of school goals. The Board also recognizes its obligation under the New York State General Municipal Law to adopt a code of ethics consistent with the provisions of the General Municipal Law, setting forth the standards of conduct required of all school trustees, advisory board members, directors, officers and employees. Therefore, every director, officer and employee of the school, whether paid or unpaid, including Board Trustees Members and Advisory Board Members, shall adhere to the following code of conduct:

**1. Gifts:** A trustee, advisory board member, officer, director or employee shall not directly or indirectly solicit any gifts; nor shall an officer, director, or employee accept or receive any single gift having a value of \$75 or more, or gifts from the same source having a cumulative value of \$75 or more over a twelve-month period, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, if it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

**2. Confidential information:** A trustee, advisory board member, officer, director or employee shall not 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 own personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board, whether such information is deemed confidential or not.

**3. Representation before the Board:** A trustee, advisory board member, officer, director or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school board.

**4. Representation before the Board for a contingent fee:** A trustee, advisory board member, officer, director or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school board, whereby the compensation is to be dependent or contingent upon any action by the school with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

**5. Disclosure of interest in matters before the Board:** A member of the Board of Trustees, or the Advisory Board, and any director, officer or employee of the school, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the

Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term interest means a pecuniary or material benefit accruing to such party.

**6. Investments in conflict with official duties:** A trustee, advisory board member, director, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

**7. Private employment:** A trustee, advisory board member, director, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

**8. Future employment:** A trustee, advisory board member, director, officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, 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 or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former trustee, advisory board member, director, officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### **Distribution of Code of Ethics**

The Chair of the Board shall cause a copy of this Code of Ethics to be distributed annually to every Board Member and every Advisory Board Member. The Executive Director shall cause a copy of this Code of Ethics to be distributed annually to every director, officer and employee of the school. Each Board Member, Advisory Board Member, director, officer and/or employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

### **Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's Code of Ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.