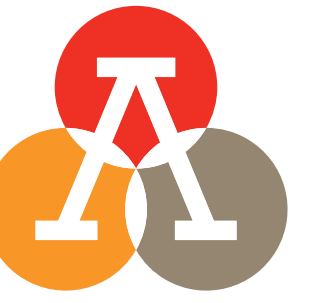
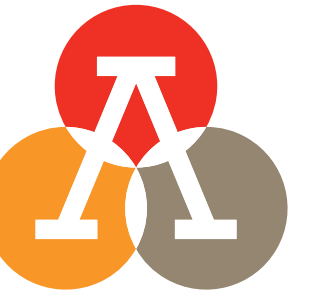


ATHLOS ACADEMIES

Board Governance Training
Athlos Academy of Jefferson Parish
March 3, 2021





Board Policy 2005



Conflict of Interest Policy 2005

Board
Approved: 9/7/2016
Reviewed: 11/2019
Revised: 4/1/2020

I. PURPOSE

The purpose of this policy is to adhere to state statutes regarding conflicts of interest and to ensure all business conducted, as well as all transactions, either contracted or contemplated, are designed to avoid any conflict of interest or the appearance of impropriety. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to charter schools.

II. DEFINITIONS

A. Interested Person: An Interested Person is:

1. A Governing Board member, employee, officer, or agent;
 - i. Employees are any individuals working in the school, whether employed by AAJP or Athlos Academies.
2. The immediate family of the Governing Board member, employee, officer or agent;
3. The partner of the Governing Board member, employee, officer, or agent; or
4. An organization that employs or is about to employ any individual in clauses 1 – 3.

B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which AAJP enters a contract;
2. A compensation arrangement with AAJP or with any entity with which AAJP enters a contract; or
3. A potential ownership or investment interest in, or compensation arrangements with, any entity with which AAJP is negotiating a contract.

C. Committee: Any standing or ad hoc Governing Board committee with board delegated authority



Conflict of Interest Policy 2005

- D. Immediate Family: An individual whose relationship by blood, marriage, adoption, or partnering is no more remote than first cousin.

III. POLICY

- A. No Interested Person shall participate in selecting, awarding, or administering a contract if a conflict of interest exists.
- B. If such a conflict exists, the Interested Person must comply with the Duty to Disclose (outlined in Section IV. A, below.) A violation of this prohibition renders a contract void.
- C. A charter school board member, employee, or officer is a public servant for the purposes of LA. R.S. 1111-1117 with regards to receipt of gifts and other items of economic value.
- D. AAJP may not hire any individual who is an immediate family member of a member of the Governing Board or the Lead School Administrator unless that individual is a certified teacher employed to teach in the school and an annual disclosure is made to the Louisiana Ethics Administration
- E. Governing Board members may not be employed by, contract with, or appointed to any position by AAJP within two years following their public service.
- F. All interested persons shall comply with all other restrictions governing conflicts of interest outlined in LA. R.S. 1101 *et seq.*

IV. PROCEDURES

A. Duty to Disclose:

1. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the Governing Board or Committee, in order to determine if an actual conflict of interest exists.
2. If a member of the Governing Board or Committee is determined to have an actual conflict of interest, s/he shall not participate in the discussion and debate concerning the matter and shall recuse him/herself from voting on any matters for which the conflict exists.

B. Violations of the Conflict of Interest Policy:

1. If the Governing Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose; and
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governing Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

C. Recording Proceedings: The minutes of the Governing Board and all Committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
2. The nature of the financial interest;
3. Any action taken to determine whether a conflict of interest was present;
4. The Governing Board's or Committee's decision as to whether a disclosed possible conflict is in fact a conflict of interest;
5. The names of the persons who were present for discussions and votes relating to the contract;
6. The content of the discussion, including any alternatives to the proposed contract; and
7. A record of any votes taken in connection with the proceedings.

D. Annual Requirements:

1. Members of the Governing Board must annually submit a Tier 3 Personal Financial Disclosure by May 15th.
2. All employees and members of the Governing Board must participate in annual Ethics Training for Public Servants by August 31st of each year they are employed or serving on the board.

V. ACKNOWLEDGEMENT

- A. Acknowledgements: Each Governing Board member, employee, officer, or agent, Committee member, and AAJP employee shall, upon appointment, sign an acknowledgement that affirms such person:

2. Has read and understands the policy;
3. Agrees to comply with the policy; and
4. Understands AAJP is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Legal References:

[L.A. R.S. 42:1101 et seq.](#) (Code of Governmental Ethics)

TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)

GENERAL INFORMATION

- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as an elected official representing a voting district having a population of fewer than 5,000.
- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as a member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Title 17 of the Louisiana Revised Statutes.
- ❖ You are required to file a personal financial disclosure statement in the prior calendar year **on or before May 15** of each year you hold office, **AND** by May 15 of the year following the termination of the holding of such office.
- ❖ You are only required to complete the schedules that are applicable to your personal financial status. If additional copies of the schedules are needed, copies are available at www.ethics.la.gov.
- ❖ If you hold another position/office that requires you to file a financial disclosure statement, you are only required to file one financial disclosure statement. Such financial disclosure statement shall be filed under the highest tier. Tier levels (highest to lowest): Tier 1, Tier 2, Tier 2.1, Tier 3.
- ❖ You may not request an extension to file your personal financial disclosure statement.
- ❖ **If your holding of office ends in January**, you may file your "final" personal financial disclosure statement for the days served in January, if the disclosure statement is filed on or before May 15 of the year in which your service ends. By filing this "final" personal financial disclosure statement, you are not required to file the year following the termination of the holding of such office.

- ❖ For additional information, call our office at 225-219-5600 or visit our website, www.ethics.la.gov, and view the *Disclosure --Frequently Asked Questions* section or the information sheets provided under *General Information --Publications*.
- ❖ Acceptable methods for filing a personal financial disclosure statement:
 - Fax: 225-381-7271
 - Mail: Board of Ethics, Post Office Box 4368, Baton Rouge, Louisiana 70821
 - Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
 - Upload via agency website: www.ethics.la.gov (pdf format only)
 - Electronic Filing: Instructions for electronic filing are on the agency website (www.ethics.la.gov)

- You are required to disclose financial information related to the **PREVIOUS CALENDAR YEAR**.
- You are required to disclose whether you have filed your federal and state income tax returns for the previous year.
- You are required to sign the cover sheet certifying that the information provided is true and correct to the best of your knowledge and belief.

Schedule A: Employment Information

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.

Schedule B: Filer/Spouse Income from the State, Political Subdivisions, and/or Gaming Interests

- You are required to complete Schedule B if you or your spouse (if applicable) received income (which exceeded \$250 from each source) from the State, a political subdivision, and/or a gaming interest.
- Income received must be reported as an exact dollar figure.
- **"Income" (for an individual) means** taxable income and shall not include any income received pursuant to a life insurance policy.
- **"Political Subdivision" means** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.
- **"Gaming Interest" means** [as defined in La. R.S. 18:1505.2L(3)(a)] (i) Any person who holds a license or permit as a distributor of gaming devices, who holds a license or permit as a manufacturer of gaming devices, who holds a license or permit as a device service entity, and any person who owns a truck stop or a licensed pari-mutuel or off-track wagering facility which is a licensed device establishment, all pursuant to the Video Draw Poker Devices Control Law; (ii) Any person who holds a license to conduct gaming activities on a riverboat, who holds a license or permit as a distributor or supplier of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Riverboat Economic Development and Gaming Control Act, and any person who owns a riverboat upon which gaming activities are licensed to be conducted; or (iii) Any person who holds a license or entered into a contract for the conduct of casino gaming operations, who holds a license or permit as a distributor of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Economic Development and Gaming Corporation Act, and any person who owns a casino where such gaming operations are licensed.

Schedule C: Income from Gaming Interests to Business

- You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

- **"Business" means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **"Income" (for a business) means** gross income less costs of goods sold, and operating expenses.

TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT(ANNUAL)

This Report Covers Calendar Year: _____

Print Form

- ORIGINAL REPORT
- AMENDED REPORT
- FINAL REPORT WHERE TERM ENDS IN JANUARY (COVERING JANUARY 1 THROUGH JANUARY _____)
Final reports must be filed on or before May 15 of the year in which your service to that office ends.
Refer to the "GENERAL INFORMATION" sheet of this form to determine eligibility.

Office/Position Held: Board Member- Athlos Academy of Jefferson Parish

Name (print full name): _____

Mailing Address: _____

City, State, Zip : _____

Name of Spouse(if applicable) (print full name): _____

Spouse's Occupation _____

Principal Business Address: _____

City, State, Zip : _____

Check all that apply:

- I have filed my federal income tax return for the previous year.
- I have filed for an extension of my federal income tax return for the previous year.
- I have filed my state income tax return for the previous year.
- I have filed for an extension of my state income tax return for the previous year.

NOTE: La. R.S. 42:1124.3 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.

Certification of Accuracy

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

Schedule D: Contract between Business and State/Political Subdivision

- You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.
- **"Business" means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **"Political Subdivision" means** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.

Schedule A: Employment Information

Check if not applicable

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Name of Employer: _____
Job Title: _____
Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Name of Employer: _____
Job Title: _____
Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Name of Employer: _____
Job Title: _____
Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Name of Employer: _____
Job Title: _____
Job Description: _____

Schedule B: Filer/Spouse Income from the State, Political Subdivisions, and/or Gaming Interests

Check if not applicable

(income which exceeded \$250 from each source)

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse
Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest
Name of Income Source: _____
Address: _____
City, State, Zip: _____
Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse
Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest
Name of Income Source: _____
Address: _____
City, State, Zip: _____
Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse
Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest
Name of Income Source: _____
Address: _____
City, State, Zip: _____
Amount of Income (exact dollar amount): \$ _____

* You are required to complete SCHEDULE B if you or your spouse received income (includes any income from public source such as employment income, retirement, etc.) from the State, any political subdivision, and/or a gaming interest.

Schedule C: Income from Gaming Interests to Business

Add Additional Page

Check if not applicable

(income which exceeded \$250 from each source)

Business Name of business: _____

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

Business Name of business: _____

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

Business Name of business: _____

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

Business Name of business: _____

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

* You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

* "Income" (for a business) means gross income less costs of goods sold, and operating expenses.

* The definition for gaming interest and business are found in the *Instructions Section* of this form.

Schedule D: Contract between Business and State/Political Subdivision

Add Additional Page

Check if not applicable

Business Name of business: _____

Amount or Value of Contract: _____

Duration of Contract: _____

Description of goods or service provided: _____

Business Name of business: _____

Amount or Value of Contract: _____

Duration of Contract: _____

Description of goods or service provided: _____

Business Name of business: _____

Amount or Value of Contract: _____

Duration of Contract: _____

Description of goods or service provided: _____

Business Name of business: _____

Amount or Value of Contract: _____

Duration of Contract: _____

Description of goods or service provided: _____

Business Name of business: _____

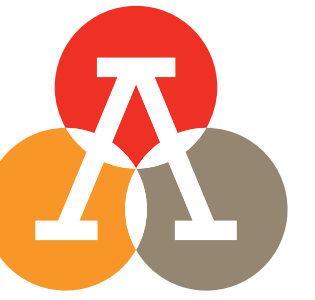
Amount or Value of Contract: _____

Duration of Contract: _____

Description of goods or service provided: _____

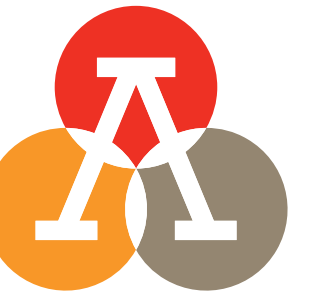
• You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.

• The definition for business and political subdivision are found in the *Instructions Section* of this form.



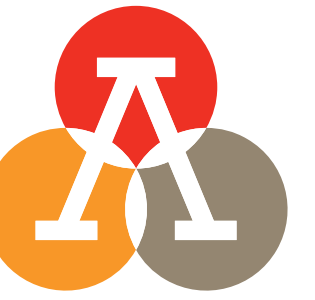
WHO IS REQUIRED TO FILE A TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- Each person holding a public office who represents a voting district having a population of fewer than 5,000.
- Each member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Titles 17 of the Louisiana Revised Statutes of 1950.



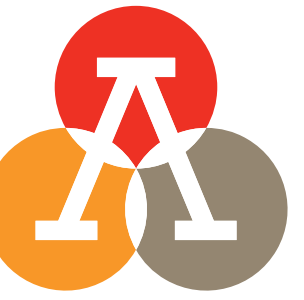
HOW LONG AM I REQUIRED TO FILE A TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- You are required to file a Tier 3 Annual Personal Financial Disclosure Statement for every year you serve in the office/position and also the year following the termination of your service.



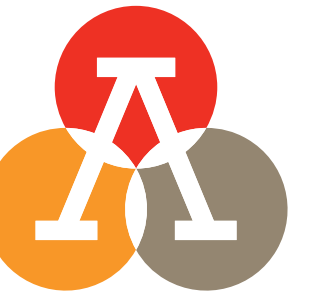
WHAT IF MY TERM OF OFFICE ENDS IN JANUARY? DO I HAVE TO FILE A PERSONAL FINANCIAL DISCLOSURE REPORT FOR THE ENTIRE YEAR?

- Yes, unless when you file your Personal Financial Disclosure report for the previous year, you also file a final report for the period served in January.



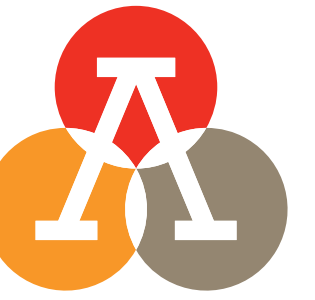
WHAT IS THE DEADLINE FOR FILING MY TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE?

- The Tier 3 Annual Personal Financial Disclosure Statement is due on or before *May 15* of each year that you hold the office and the year following the termination of your public service. The disclosure statement should contain information related to the previous calendar year.



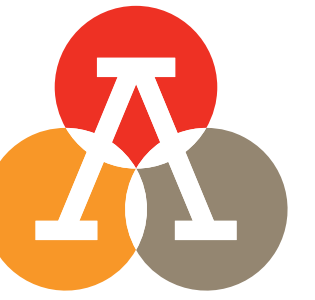
WHERE DO I FILE MY PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- Annual and candidate personal financial disclosure statements are filed with the Board of Ethics. The acceptable filing methods are:
- Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
 - o Mail: Board of Ethics, Post Office Box 4368, Baton Rouge LA 70821
 - o Fax: 225/381-7271
 - o Upload: Instructions for uploading a PDF are on the agency website (www.ethics.la.gov)
 - o Electronic Filing: Instructions for electronic filing are on the agency website (www.ethics.la.gov)



I NEED TO CORRECT MY PERSONAL FINANCIAL DISCLOSURE STATEMENT FILED WITH THE BOARD OF ETHICS. AM I ABLE TO AMEND MY STATEMENT?

- Yes. If you need to correct and/or modify the information provided in a previously filed disclosure statement, you are able to amend. You are required to submit the cover sheet (checking the box “amendment”) and attach all schedules that are being amended.



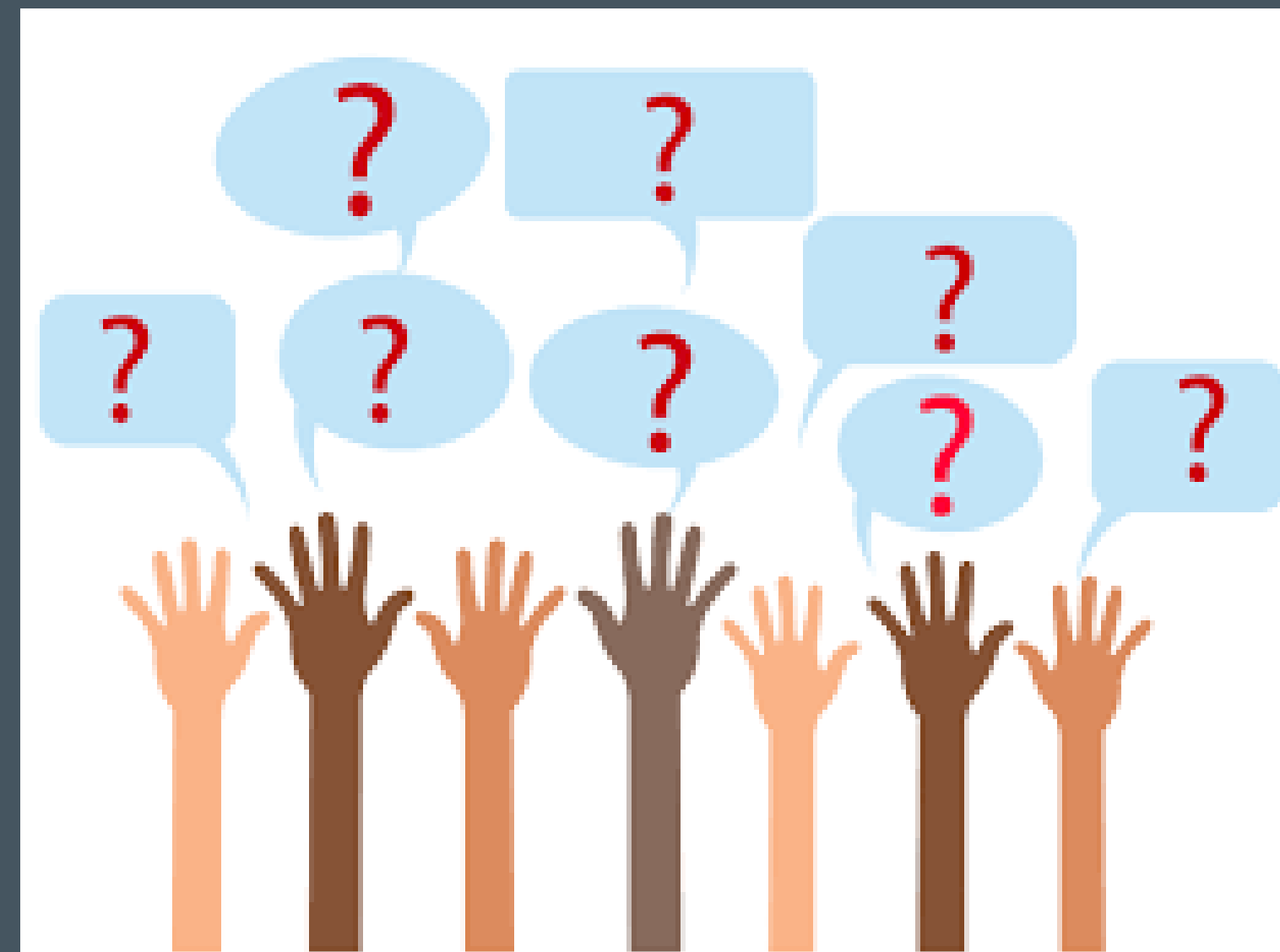
CAN I VIEW MY PERSONAL FINANCIAL DISCLOSURE STATEMENT ONLINE?

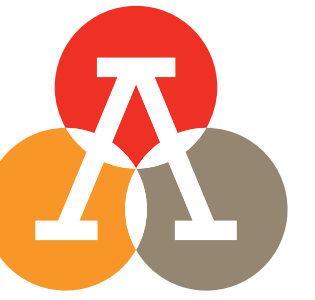
- Yes. All disclosure reports filed with the Disclosure Division are viewable on the Board of Ethics' website at www.ethics.la.gov under the Disclosure drop-down menu.

<https://www.ethics.la.gov>



QUESTIONS? COMMENTS?





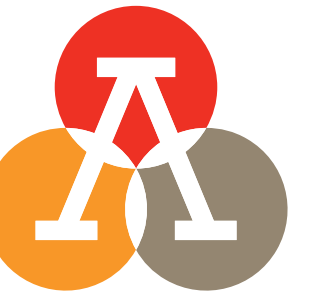
Roberts Rules: Quick-Take

Topic- Speaking Through the Chair

- 1- Receive permission from chair to speak.
- 2- Ask questions through the chair, and not directly to the person.
- 3- The chair should use good judgement to ensure all board members get a chance to speak.



Speaking through the chair ensures a balanced and fair discussion.



Jill Turgeon

School Governance Coordinator
Athlos Academies
Boise, ID

Questions?
