January 19, 2020

TO: Liliana Campos

Irene Aguilar

FROM: Don Garcia

CONFLICT OF INTEREST CODE FOR TEACH, INC.

Attached for your review is the proposed Conflict of Interest Code for Teach, Inc.

Background-Teach, Inc.:

Teach, Inc. is a California nonprofit public benefit corporation. It operates three charter schools; Teach Preparatory Elementary School, Teach Academy of Technologies, and Teach Tech Charter High Charter School. It teaches elementary, middle, and high school grades. It is chartered by the Los Angeles Unified School District.

Due to SB 126, a separate conflict of interest code is now being proposed for adoption. Teach, Inc. will be incorporating, by reference, Regulation 18730 that contains the terms of their Conflict of Interest Code. They will also be adopting their own uniquely tailored disclosure categories geared for small charter schools. **(See proposed code)**

It is recommended that Teach, Inc.’s code contain five designated positions:

***Member, Board of Directors***- The Members of the Board formulate general policy and programs of the charter school and hire the organizations top level positions, such as the Superintendent of Schools. The Board is responsible for assuring that all aspects of the financial and programmatic accountability systems are consistent with its charter. The Board is responsible for approving major contracts on behalf of the charter school including the purchase, sale, lease, or transfer of real property. It is recommended that this position file under disclosure categories 1, 2 and 4.

***Superintendent of Schools***- This position generally participates in the formulation of the charter school’s general policy and programs and implements policy on behalf of the Board. The Superintendent of Schools has the authority to hire employees and contractors. The Superintendent of Schools does make purchasing decisions that may be approved without significant amendment or modification by the Board. The Superintendent of Schools has general supervision, direction, and control of the business affairs of the charter schools. It is recommended that this position file under disclosure categories 1, 2 and 4.

***Co-Founder & Executive Director-*** This position is currently held by the TEACH Inc. founder and is largely honorary. The Co-Founder is not involved in the day-to-day operations of the organization. The position has the authority to approve purchases and new hires per the organizations fiscal policies, however these powers haven’t been exercised in over three years. Most of the position’s duties are being fulfilled by the Superintendent of School and the Chief Operating & Financial Officer. It is recommended that this position make disclosure under categories 2 and 4.

***Chief Operating & Financial Officer***-This position handles charter school purchases and vendor contracts and has decision making authority in areas related to HR issues as well. It is recommended that this position make disclosure under categories 2 and 4.

***Consultants/New Positions***   
These positions will be held by individuals who perform duties that require disclosure as determined by the Superintendent of Schools or his or her designee. These individuals are those have been determined to participate in the making of decisions that may affect financial interests by providing information, advice, recommendation or counsel to Teach, Inc. **(See proposed footnote in Exhibit “B”)**

We recommend the described proposed code listed above be approved.

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| The Panel has reviewed the attached proposed code and has indicated their recommendation as follows:   Approve               Reject |

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Signature                           Date Signature Date

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Signature                           Date Signature Date

**Comments:**

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