

Policy Committee Meeting
Monday, May 12, 2025 4:30 PM

Dr. Matthew Prophet Education Center
501 N. Dixon St.
Portland, OR 97227

Agenda

1. Call to Order / Introductions
2. Public Comment - 5 *Two-Minute slots* *To sign-up for public comment email *PublicComment@pps.net* or call 503-916-3741
3. Draft Proposed New Policy x.xx.xxx-P: Solicitation Registration and Reporting - Discussion/Potential Action
4. 4.10.020-P Compulsory Enrollment: Age and Grade Level at Entrance - Next steps
5. Draft Revisions to 1.20.012-P Student Representative and District Student Council Policy - Discussion, Potential Action
6. Policies in the Public Comment Period
 - Ethics and Conflicts of Interest Policy 5.10.066-P
7. Adjourn

Registration and Reporting

Portland Public Schools is a public entity with significant contracts and expenditures, and the District has a comprehensive public contracting and purchasing policies and practices. District staff and members of the Board of Education regularly approve contracts and expenditures. It is important for the District to inform the public about individuals or entities that engage with the District with the purpose of obtaining certain District contracts and expenditures.

This policy is in addition to any other District requirement or legal obligation related to contracting, conflicts of interests, or ethical implementation of District policies and programs.

Contracts and expenditures subject to solicitation disclosure (Eligible Contracts and Expenditures): Eligible Contracts and Expenditures are those expense contracts or other District expenditures that are expected to exceed **\$100,000** in a fiscal year, but Eligible Contracts & Expenditures do not include:

- Contracts subject to a Request for Proposal (RFP) under the PPS Purchasing & Contracting rules
- Collective bargaining agreements

Economic interests to be disclosed: When an individual or entity engages with District staff or Board members for the purpose of obtaining an Eligible Contract, Expenditure or other qualifying economic interest in a District decision that exceeds **\$100,000** in a fiscal year, the individual and the entity they represent, if applicable, must register with the District if such actions or communications with District staff or Board total more than **[five] hours per calendar quarter**.

District Registration and Reporting: The District shall establish a public registration and reporting system on its website for those required to register under this policy.

- Registrations are required to be maintained for at least 90 days after the individual or entity has engaged with staff or board member for the purpose of obtaining an Eligible Contract, Expenditure, or other qualifying economic interest.

This policy does not apply to individuals or entities that are advocating for District funding, policies, or other decisions in which there is no direct financial impact to them.

Compliance with Other State Requirements

In addition to complying with this policy, individuals and entities engaging with District staff or board members for the purpose of obtaining an Eligible Contract or Expenditure are expected to comply with ORS chapter 244 and applicable District policies as are District staff and members of the Board of Education.

Lobbying Registration Policy and Reporting

Purpose

Portland Public Schools is committed to conducting contracting and procurement processes with transparency, integrity, and trust ~~a public entity with significant contracts and expenditures~~, and ~~the District~~ has a comprehensive public contracting and purchasing policies and practices. District staff and members of the Board of Education regularly approve contracts and expenditures. It is important for the District to inform the public about individuals or entities that engage in lobbying with the District ~~with for~~ the purpose of obtaining ~~certain District high-value~~ contracts and expenditures.

This policy is in addition to any other District requirement or legal obligation related to contracting, conflicts of interests, or ethical implementation of District policies and programs.

Definitions

Eligible Contracts and Expenditures: District expense contracts, expenditures, or other economic interests that are expected to exceed [\$100,000] in a fiscal year, ¶

• ¶

~~Contracts and expenditures subject to solicitation disclosure (Eligible Contracts and Expenditures) Registration and Disclosure Requirements: ¶~~

~~Eligible Contracts and Expenditures are those expense contracts or other District expenditures that are expected to exceed \$100,000 in a fiscal year, but Eligible Contracts & Expenditures do not include:~~

- ~~Contracts subject to competitive procurement processes a Request for Proposal (RFP) under the PPS Purchasing & Contracting rules, including Request for Proposals (RFP), Invitations to Bid (ITB), competitive quotes[, and Informal RFPs].~~
- Collective bargaining agreements

Engagement With: Includes direct communication such as emails, phone calls, text messages, virtual or in-person meetings, or other direct outreach to District staff or Board members.

Registration Requirements

~~**Economic interests to be disclosed:** When an individual or entity eEngages with District staff or Board members for the purpose of obtaining an Eligible Contract, or Expenditure or other qualifying economic interest inwith athe District decision that exceeds \$100,000 in a fiscal year, the individual and the entity they represent, if applicable, must register with the District if such~~

~~actions or communications~~ Engagement with District staff or Board totals more than **[five] hours per calendar** quarter.

District Registration and Reporting:

The District shall establish a public registration and reporting system on its website for those required to register under this policy.

- Registration information shall include:
 - Name of the individual(s) and entity/ies they represent
 - General nature of the contract or expenditure that is the subject of the engagement with District staff or Board members
- Registrations are required to be maintained for at least 90 days after the individual or entity has ~~its final E~~ engagement with ~~staff or b~~ Board member for the purpose of obtaining an Eligible Contract, or Expenditure, or other qualifying economic interest.

Exceptions

This policy does not apply to:

- ~~i~~ Individuals, groups, or entities that are advocating for District funding, policies, or other decisions in which there is no direct financial impact to them.
- General marketing communications.

Compliance with Other State Requirements

In addition to complying with this policy, individuals and entities engaging with District staff or ~~b~~ Board members for the purpose of obtaining an Eligible Contract or Expenditure are expected to comply with ORS chapter 244 and applicable District policies as are District staff and ~~Board members of the Board of Education~~ Board members.



Board Policy

4.10.020-P

Compulsory Enrollment; Age and Grade Level at Entrance

All children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend public school full-time, unless exempted by ORS 339.030 and PPS 4.10.010-P.

- 1) Preschool through First grade: Admission is allowed for children whose birthdays occur on or before September 1, as follows:
 - a) Preschool: A child is eligible to apply for Preschool if their third birthday occurs on or before September 1.
 - b) Pre-Kindergarten: A child is eligible to apply for Pre-Kindergarten if their fourth birthday occurs on or before September 1.
 - i) A child whose fifth birthday occurs on or before September 1 is not eligible for Pre-Kindergarten.
 - c) Kindergarten: A child will be admitted to Kindergarten if their fifth birthday occurs on or before September 1. **A child may petition into kindergarten if their birthday occurs before September 30. The petition request will be on the enrollment form, and no testing or reference letters are required. As part of the enrollment process, PPS staff will provide information to parents about District-provided pre-kindergarten programs they may be eligible for.**
 - i) A student whose sixth birthday occurs on or before September 1 may enroll in Kindergarten if they have not successfully completed a kindergarten program. ii) If the parent/guardian wishes, a student who has been enrolled in Kindergarten outside of PPS may be placed in Kindergarten when entering the District during the school year, even if their birth date occurs after September 1.
 - d) First Grade: A child will be admitted to the first grade if their sixth birthday occurs on or before September 1, or with evidence of successful completion of a kindergarten program.
 - i) A child whose sixth birthday occurs after September 1 who has been enrolled in first grade outside of PPS will be placed in first grade when entering the District during the school year.

- 2) Second through Twelfth Grade: A student newly enrolling in PPS will be assigned to a grade based on their prior school experience:
 - a) A student who has successfully completed a grade level will be enrolled in the next grade level when entering the District at the start of a school year.
 - b) A student who has been enrolled in a grade level outside of PPS will be placed in that same grade level when entering the District during the school year.



Board Policy

4.10.020-P

Compulsory Enrollment; Age and Grade Level at Entrance

- c) A student who is newly enrolling without educational records from a previous school will be placed in the appropriate grade level based on their age. Course selection for a middle or high-school student will occur in collaboration with the student, family, counselor and other school staff, and take into consideration student skill level and necessary high school graduation requirements.
- 3) Students 19 years of age: Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
- 4) Students 21 years of age: The District shall admit otherwise eligible students who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma or are receiving special education services and have not yet received a regular high school diploma. These students may attend school without paying tuition for the remainder of the school year.
- 5) Nothing in this policy prevents a family from seeking grade acceleration or retention, as allowed in [Policy 4.20.010-P](#).

Legal References: ORS 327.006; ORS 336.092; ORS 336.095; ORS 339.115

History:

Adpt 9/71; Amd 9/73; Amd8/81; Amd 10/27/83; Amd 8/95; Amd 9/9/02; BA 2420: Amd 4/19; 1/2023.



BOARD POLICY

1.20.012-P

Student Representative and District Student Council Policy

The Student Representative to the Board of Education has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; encouraging the involvement of students in educational affairs; convening student meetings to provide information and receive input about proposed actions by the Board or the District; as time allows, participating in other events attended by Board members; and being an articulate voice to the public on matters of concern to students.

The Student Representative will be provided a complete orientation on Board governance in order to contribute to the Board’s and School District’s work. The Student Representative will then be responsible for attending public meetings, work sessions, and events of the Board and receiving and reviewing non-confidential public meeting materials provided to Board members.

1) District Student Council (DSC).

The Student Representative shall lead an advisory council composed of ~~two~~ ~~one~~ representatives ~~and an alternative~~ from each District high school, including each Alliance building, Pioneer, and Metropolitan Learning Center (“District High Schools”). The District Student Council representatives shall either be elected by the student body of the high school or as an alternative may be selected by the school administration. In either case, each high school administration shall provide adequate notice to the student body, in advance of the election or selection process, how the District Student Council representative will be selected. The election or selection process shall be accessible to all students who meet the school-established criteria for appointment.

There are no term limits for DSC representatives. Each representative is entitled to one vote each.

- a. The school administration shall notify the Board Office and the DSC Staff Liaison of its representative to the DSC.
- b. Every effort should be made to promote and support equitable representation of each District’s high school student body in voting and/or representation on the DSC.
- c. ~~Each school’s Student Body President shall serve as the alternate representative from each school to the DSC.~~

Members of the DSC shall be encouraged to attend all public Board meetings and work sessions, and shall assist the Student Representative in their respective schools. The Student Representative shall present opportunities to members of the DSC to advise Board and District Board committees and task forces on issues of interest to the DSC and students.

The DSC shall adopt and maintain bylaws that are consistent with the DSC purpose

and operational expectations set out in Board policies and Administrative Directives. DSC bylaws and amendments of them shall be approved by the Board of Education.

The DSC shall receive sufficient funds from the Superintendent's office to carry out operations and events, and that will be set by the Superintendent and Board in the regular District budgetary process.

Each representative to the DSC shall receive 1 elective credit for holding a position on the council for a year. To meet the requirements for elective credit, each representative must attend ~~89~~90% of the meetings throughout the year, maintain regular communication between the DSC and the ASB or school governing body, and participate in the yearly DSC summit.

The DSC shall hold at least one PPS Student Summit per school year to promote student voice, foster connections, and promote the work of the council.

The Superintendent shall appoint an individual to serve as the lead staff liaison with the DSC (DSC Staff Liaison) and the Student Representative. The Superintendent's designee shall assist the DSC and the Student Representative by providing information on school District policies, practices, and business; assisting the DSC in maintaining school representation on the DSC; provide tactical assistance to the DSC for meeting planning; and providing, as needed and requested by DSC, school and District-wide communication between the DSC and students, staff, and the Board.

The Superintendent's staff liaison shall assist the DSC in connecting with the PPS Superintendent, Board Members, District staff, and the Board office for support and information.

2) Student Representative Election.

The Student Representative to the Board of Education, as the representative of all the District's students, shall be elected by the student body of the District in the following manner:

- a. The Student Representative position shall be a student regularly attending District high school in grade ten (10) or higher.
- b. The District Student Council shall be convened to elect the Student Representative to the Board from the DSC high school representatives.
- c. The power to elect the Student Representative shall be solely vested in the District Student Council; a plurality of votes cast is required to declare a Student Representative-elect. The DSC shall also have the authority to petition the Board to remove the Student Representative from office for cause with two-thirds (2/3) majority votes of members of the DSC.
- d. The election of a Student Representative-elect shall occur at least three months prior to June 30. This will allow the incumbent Student Representative to provide opportunities for the successor to become familiar with the responsibilities of the position.
- e. The Student Representative shall select a high school representative on

the DSC as a deputy to aid and advise the Student Representative and attend meetings and events if the Student Representative cannot be present. Representation at Board of Education meetings shall be the sole responsibility of the elected Student Representative.

3) Limitations of the Role of Student Representative on Board Matters.

- a. Nothing in this policy shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved for the publicly elected Board directors by state law or other PPS policy.
- b. The Student Representative does not have an official vote in Board matters, but may participate as appropriate in deliberations.
- c. The Student Representative may not participate (whether in executive session or otherwise), receive materials, or render an unofficial vote in any personnel or legal matter or other matters that involve records that are exempt from disclosure under the Oregon public records or other law or that involve matters that may be the subject of an executive session.
- d. The Student Representative shall serve for a period of no more than one fiscal year.
- e. To the extent this policy conflicts with any other policy related to the Student Representative's responsibility or authority, this policy shall govern.

Policy implemented: History: Adopted 6/71; Amended 8/74; 6/80; 9/9/02; BA 2417; 5/19; 2/2022

Portland Public School District Second First Reading

DATE OF SECOND FIRST READING: April 08, 2025

PUBLIC COMMENT FOR Revision of Policy 5.10.066-P: Ethics and Conflicts of Interest Policy

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

**Open for Comment until at least:
April 29, 2025**

Summary: Ethics and Conflicts of Interest Policy 5.10.066-P

Second First Reading by: Director Julia Brim-Edwards
Portland Public School Board, Policy Committee
Chair

Recommended for a Second First Reading by:
Portland Public Schools Board of Education
Policy Committee

Draft Policy Web Site: <http://www.pps.net/draftpolicies>

Contact: Rosanne Powell, Senior Board Manager
Address: P.O. Box 3107, Portland, OR 97208-3107
Telephone: 503-916-3741
E-mail: schoolboard@pps.net

Draft Policy Comment Form: <https://forms.gle/VqYbmVA36qqADj6n6>

Included in Packet	Page
Revision Coversheet	03
Draft Policy - Redlined	04
Original Policy	11



PORTLAND PUBLIC SCHOOLS

BOARD OF EDUCATION

501 North Dixon Street / Portland, OR 97227

Telephone: (503) 916-3741

Mailing Address: P. O. Box 3107 / 97208-3107

Date: April 4, 2025
To: Board of Education
CC: Dr. Kimberlee Armstrong, Superintendent
From: Rosanne Powell, Senior Board Manager
Subject: Revisions to Policy 5.10.066-P Ethics and Conflict of Interest Policy

At the November 13 Policy Committee meeting, Committee Chair Brim-Edwards proposed a revision to the 5.10.066-P Ethics and Conflict of Interest Policy, which would prohibit current board members from applying for or accepting any offers of employment from the District. The Committee discussed and considered questions submitted by Board Members on the proposed revisions.

The proposed revisions were again discussed at the January 13 Policy Committee meeting. On February 26, the Policy Committee recommended that the revisions to 5.10.066-P Ethics and Conflict of Interest Policy be referred to the full Board for a first reading at the March 18 board meeting and 21-day public comment period.

An amendment to the proposed revisions was brought forward at the April 3 Policy Committee meeting, which provides a process under which a board member can seek from the Board an exemption to the prohibition if they want to pursue school-based employment.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

1. Purpose

Board of Education (Board) members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for Board members and employees, whether elected or appointed, paid or unpaid, and sets forth conduct that is incompatible with such standards. Violations of this policy may subject employees to discipline, up to and including dismissal.

2. Definitions

"Actual Conflict of Interest" means any action, decision, or recommendation by a person acting in a capacity as a District representative, the effect of which is to the private financial benefit or avoidance of financial detriment to the person or the person's relative(s) or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person's official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
- c) Membership on the board of directors of or service in a nonremunerative capacity for a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

“Confidential Information” means specific information, rather than generalized knowledge, that is shared only with a specific person or persons within the District, including information made confidential by law.

“District action” means (i) a decision, determination, finding, ruling, purchase order, grant, payment, award, license, contract, transaction, sanction, approval or denial, authorization, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the Board member or employee believes, or has reason to believe, is one to which the District is, or will be a party or is one in which the District has a direct and substantial interest.

“Gift or Gratuity” means anything with an aggregate value in excess of \$50 to a Board member or District employee from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision, authorization, or vote of that Board member or District employee.

“Member of household” means any person who resides with the District employee or Board member.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private financial benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person’s official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

“Participate” means to personally and substantially consider, investigate, advise, recommend, approve/disapprove, authorize, decide, or take other similar action.

“Reasonable travel expenses” are those expenses that either (1) do not exceed the District established per diem for travel or (ii) are otherwise reimbursable under District policy.

“Relative” means spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, child-in-law of the employee; or the parent, step-parent, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides financial benefits to the employee, or who receives any direct benefit from the employee’s public employment.

3. Code of Ethics

All Board members and District employees shall act with trust, equity, and accountability.

- a. Trust. All Board members and District employees shall treat their office as a public trust. They should avoid the appearance of impropriety and conflicts of interest, and take District Actions and implement policies in good faith as equitably as possible.
- b. Equity. Board members and District employees will create an inclusive environment that reflects and supports the racial and ethnic diversity of our student population, employees, and community.
- c. Accountability. Board members and employees will strive to carry out their work efficiently and transparently.

4. Gifts

State law limits Gifts and Gratuities to Board members or employees, their relatives, and members of their household. Gift or gratuity does not include the following items:

- a. Anything of value that is received as District property and used for District purposes (such as textbooks and classroom supplies);
- b. Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

- c. A plaque, trophy, or other honoraria;
- d. Unsolicited awards for professional achievement;
- e. Reimbursement to the District for enrollment and course fees and reasonable travel expenses incurred by the District in connection with a Board member's or employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in writing;
- f. Campaign contributions that are solicited or received and reported by an elected official or candidate in accordance with applicable law; and
- g. Employee or Board compensation.

5. Conflicts of Interest.

All Board members and District employees must disqualify themselves from participating in District Actions in which they have an actual conflict of interest.

This means, among other things, that:

- a. Use of Position. Board members and District employees may not use their position to obtain financial gain or avoidance of financial detriment for themselves, as well as for their relatives and members of their households. Additionally, Board members are prohibited from being compensated by the District as an employee or contractor, and no Board member or employee may benefit under any District contract for which they participated in the authorization for two years following Board service or employment, respectively.
- b. Sale of instructional or training materials. Employees may not claim, promote, or sell instructional, training, or other materials and/or equipment to third parties developed on District time or District property nor may they promote or sell instructional, training, or other materials they developed on their own time to the District. Exceptions may be granted under exceptional circumstances with the written consent of the Superintendent.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

- c. Confidential Information. Board members and employees may not use confidential information gained in the course of or by reason of their position or activities for personal gain or advantage to them or their relatives or members of their household.
- d. Interest in Contracts. Board members and employees, along with their relatives and members of their household, may not take District Action related to any District contract for which they have a financial interest.
- e. Use of District Time. A District employee may not perform any duties related to an outside job during their regular scheduled or actual working hours unless leave is approved pursuant to District procedures; nor may an employee use any District facilities, equipment, resources or materials in performing outside work.

Retaliation Prohibited. Retaliation or threats of retaliation, both direct and indirect, for good-faith reporting of possible violations of this policy or ORS chapter 244 are prohibited. Any employee found to have engaged in any such conduct shall be subject to disciplinary action.

Notice.

1. Board Member. If a Board member has a potential or actual conflict of interest, they should state the conflict at the meeting when the agenda item is raised.
 2. Employee. If an employee has an actual conflict of interest, they must notify a supervisor in writing of the nature of the conflict. The supervisor should assume responsibility for or reassign the matter creating the conflict. If an employee has a potential conflict of interest, they should notify a supervisor in writing of the nature of the potential conflict of interest, and the supervisor will determine if any reassignment of the matter creating the potential conflict is appropriate.
6. **Avoiding the Appearance of Conflicts of Interest**

Board Members and District employees should avoid the appearance of a conflict of interest when feasible.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

7. **Complaints Against Employees**

Concerns that an employee is engaged in a District Action for which they have an actual conflict of interest shall be reported to the employee's supervisor (who should report it to Human Resources) or Human Resources. If the employee is the Superintendent, the concern shall be raised to the Board Chair.

8. **Restrictions on Board Member Employment by District**

~~Current Board members and those who have served as a Board member within the preceding 365 days may not apply for or accept any offer of employment from the District.~~

In the last six months of a board member's term, exceptions can be granted with a majority approval by the Board of Education. To seek an exception, a Board member must send a communication to board members stating their intent to potentially pursue school-based employment with the District and the board leadership will place the request for an exception on the agenda of the next meeting of the Board in the normal course of agenda setting, No application for, discussion, or acceptance of District employment should occur before the Board approves the exception.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

9. Annual Training for Board Members and Senior District Leadership

Each year, Board members and senior District staff members shall complete a District-sponsored training on ethics, including conflicts of interest, public meetings laws, and public records laws. Each Board member and senior District staff shall certify in writing completion of the training.

Legal Reference: ORS [Chapter 244](#)

History: Adopted 2/20/2024



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

1. Purpose

Board members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for Board members and employees, whether elected or appointed, paid or unpaid, and sets forth conduct that is incompatible with such standards. Violations of this policy may subject employees to discipline, up to and including dismissal.

2. Definitions

"Actual Conflict of Interest" means any action, decision, or recommendation by a person acting in a capacity as a District representative, the effect of which is to the private financial benefit or avoidance of financial detriment to the person or the person's relative(s) or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person's official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
- c) Membership on the board of directors of or service in a nonremunerative capacity for a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

"Confidential Information" means specific information, rather than generalized knowledge, that is shared only with a specific person or persons within the District, including information made confidential by law.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

“District action” means (i) a decision, determination, finding, ruling, purchase order, grant, payment, award, license, contract, transaction, sanction, approval or denial, authorization, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the Board member or employee believes, or has reason to believe, is one to which the District is, or will be a party or is one in which the District has a direct and substantial interest.

“Gift or Gratuity” means anything with an aggregate value in excess of \$50 to a Board member or District employee from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision, authorization, or vote of that Board member or District employee.

“Member of household” means any person who resides with the District employee or Board member.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private financial benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person’s official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

“Participate” means to personally and substantially consider, investigate, advise, recommend, approve/disapprove, authorize, decide, or take other similar action.

“Reasonable travel expenses” are those expenses that either (1) do not exceed the District-established per diem for travel or (ii) are otherwise reimbursable under District policy.



Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

“Relative” means spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, child-in-law of the employee; or the parent, step-parent, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides financial benefits to the employee, or who receives any direct benefit from the employee’s public employment.

3. Code of Ethics

All Board members and District employees shall act with trust, equity, and accountability.

a. Trust. All Board members and District employees shall treat their office as a public trust. They should avoid the appearance of impropriety and conflicts of interest, and take District Actions and implement policies in good faith as equitably as possible.

b. Equity. Board members and District employees will create an inclusive environment that reflects and supports the racial and ethnic diversity of our student population, employees, and community.

c. Accountability. Board members and employees will strive to carry out their work efficiently and transparently.

4. Gifts

State law limits Gifts and Gratuities to Board members or employees, their relatives, and members of their household. Gift or gratuity does not include the following items:

- a. Anything of value that is received as District property and used for District purposes (such as textbooks and classroom supplies);
- b. Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;
- c. A plaque, trophy, or other honoraria;
- d. Unsolicited awards for professional achievement;



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- e. Reimbursement to the District for enrollment and course fees and reasonable travel expenses incurred by the District in connection with a Board member's or employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in writing;
- f. Campaign contributions that are solicited or received and reported by an elected official or candidate in accordance with applicable law; and
- g. Employee or Board compensation.

5. Conflicts of Interest.

All Board members and District employees must disqualify themselves from participating in District Actions in which they have an actual conflict of interest.

This means, among other things, that:

- a. Use of Position. Board members and District employees may not use their position to obtain financial gain or avoidance of financial detriment for themselves, as well as for their relatives and members of their households. Additionally, Board members are prohibited from being compensated by the District as an employee or contractor, and no Board member or employee may benefit under any District contract for which they participated in the authorization for two years following Board service or employment, respectively.
- b. Sale of instructional or training materials. Employees may not claim, promote, or sell instructional, training, or other materials and/or equipment to third parties developed on District time or District property nor may they promote or sell instructional, training, or other materials they developed on their own time to the District. Exceptions may be granted under exceptional circumstances with the written consent of the Superintendent.
- c. Confidential Information. Board members and employees may not use confidential information gained in the course of or by reason of their position or activities for personal gain or advantage to them or their relatives or members of their household.



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- d. Interest in Contracts. Board members and employees, along with their relatives and members of their household, may not take District Action related to any District contract for which they have a financial interest.
- e. Use of District Time. A District employee may not perform any duties related to an outside job during their regular scheduled or actual working hours unless leave is approved pursuant to District procedures; nor may an employee use any District facilities, equipment, resources or materials in performing outside work.

Retaliation Prohibited. Retaliation or threats of retaliation, both direct and indirect, for good-faith reporting of possible violations of this policy or ORS chapter 244 are prohibited. Any employee found to have engaged in any such conduct shall be subject to disciplinary action.

Notice.

1. Board Member. If a Board member has a potential or actual conflict of interest, they should state the conflict at the meeting when the agenda item is raised.
2. Employee. If an employee has an actual conflict of interest, they must notify a supervisor in writing of the nature of the conflict. The supervisor should assume responsibility for or reassign the matter creating the conflict. If an employee has a potential conflict of interest, they should notify a supervisor in writing of the nature of the potential conflict of interest, and the supervisor will determine if any reassignment of the matter creating the potential conflict is appropriate.

6. **Avoiding the Appearance of Conflicts of Interest**

Board Members and District employees should avoid the appearance of a conflict of interest when feasible.

7. **Complaints Against Employees**

Concerns that an employee is engaged in a District Action for which they have an actual conflict of interest shall be reported to the employee's supervisor (who should report it to Human Resources) or Human Resources. If the employee is the Superintendent, the concern shall be raised to the Board Chair.



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8. Annual Training for Board Members and Senior District Leadership

Each year, Board members and senior District staff members shall complete a District-sponsored training on ethics, including conflicts of interest, public meetings laws, and public records laws. Each Board member and senior District staff shall certify in writing completion of the training.

Legal Reference: ORS [Chapter 244](#)

History: Adopted 2/20/2024