

A duly elected or appointed Local School Governance Team (LSGT) member will adhere to the following requirements and procedures as a condition of eligibility to serve.

Conflict of Interest: A conflict of interest is any situation where an LSGT member is in a position to exploit his/her position on the LSGT in some way to derive a personal benefit, a benefit to a family member or friend, or to benefit a business in which the LSGT member or the LSGT member's family member has a financial interest.

Procedures to Avoid Conflicts

- 1) An LSGT member is elected/appointed to represent certain skills, knowledge, and perspective but must place the interests of the entire school community above his/her personal interests and/or those of specific groups within/without the school when acting in his/her official capacity as an LSGT member.
- 2) An LSGT member shall not use his/her position to further the interests of any business(es) that the LSGT member or the LSGT member's family member(s) has a financial interest in.
- 3) An LSGT member shall not use his/her position to obtain information that is not generally available to the public and use it for any other purpose than the established work of the LSGT.

Procedures to Address Conflicts

- 1) After an LSGT member is elected/appointed to the LSGT, the LSGT member will complete and sign the conflict disclosure form attached to this policy. LSGT members will update these forms as needed and at least annually.
- 2) If an LSGT member has an interest or the appearance of an interest that may be implicated in any official LSGT business, the LSGT member should immediately disclose his/her suspected conflict to the LSGT and recuse him/herself from the vote and accompanying discussion around the area of potential interest and conflict.
- 3) LSGT members are encouraged to disclose potential conflicts of interest to the LSGT and district so that the district may determine whether a conflict exists and if so, how to resolve said conflict transparently and ethically.
- 4) If an LSGT member does not adhere to the procedures and requirements of this policy, it may be considered a violation of the LSGT Code of Ethics and will be referred for further investigation. Violation of this policy may result in removal from the LSGT.

Local School Governance Teams
Conflict of Interest Policy

Annual Conflict of Interest Policy Acknowledgement and Disclosure

I _____ have read and fully understand the APS LSGT Conflict of Interest policy and its requirements. I agree to comply fully with the requirements and procedures of this policy.

At this time, these are the interests and/or associations that I have that may present a conflict of interest or the appearance thereof with my service as an LSGT member:

I understand that if I acquire new interests and/or associations that may present a conflict of interest or the appearance thereof, I will report this information in a timely manner according to the terms of the APS LSGT Conflict of Interest Policy.

LSGT Member (print)

Name of School (print)

LSGT Member (sign)

Date (print)