



Ka 'Umeke Kā'eo
Hawaiian Immersion Public Charter School
I N K E A U K A H A

Ka 'Umeke Kā'eo Hawaiian Immersion Public Charter School

CONFLICT OF INTEREST & DISCLOSURE POLICY

SECTION 1. PURPOSE:

Ka 'Umeke Kā'eo Hawaiian Immersion Public Charter School is a state-funded organization that has been given autonomy in most matters in return for accountability. In order to maintain financial stability, public trust and support, charter school staff and Local School Board members shall demonstrate high ethical standards and welcome scrutiny by and accountability to governmental authorities as well as to members of the public.

Consequently, there exists between Ka 'Umeke Kā'eo Hawaiian Immersion Public Charter School and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the school honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the school and its students. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school or knowledge gained there from for their personal benefit. The interests of the school must be the first priority in all decisions and actions.

Please be aware that all LSB members are bound by the State Ethics Laws as a public entity as stated in HRS Chapter 84.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and the local school board, but also to all employees who can influence the actions of the Local School Board. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Ka 'Umeke Kā'eo Hawaiian Immersion Public Charter School.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, LSB members, and employees with any of the following third parties:

1. Persons and firms supplying goods and services to the school.
2. Persons and firms from whom the school leases property and equipment.

3. Persons and firms with whom the school is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the school.
6. Agencies, organizations, and associations that affect the operations of the school.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or businesses mentioned in Section 3. Such an interest might arise through:

1. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the school.
2. Receiving remuneration for services with respect to individual transactions involving the school.
3. Using the school's time, personnel, equipment, supplies, or good will for other than school-approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with school.
5. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, LSB members, and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the school.

However, it is the policy of the Charter School Review Panel that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, directors, and employees to scrutinize their

transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST:

1. An interested person may make a presentation at the Board of Directors meeting, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
2. The President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the Board of Directors, shall determine whether Ka 'Umeke Kā'eo can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Ka 'Umeke Kā'eo's best interest, for its own benefit, and whether it is fair and reasonable, in conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
5. State Ethics Laws.

SECTION 7. DISCLOSURE

Disclosure in the organization should be made to the school director (or if she or he is the one with the conflict, then to the LSB chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The LSB or a duly constituted committee thereof shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Ka 'Umeke Ka'eo Hawaiian Immersion Public Charter School. The decision of the LSB or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of the school and its students and the advancement of its purpose and in accordance with State Ethics Laws.

SECTION 8. RECORDS OF PROCEEDINGS

The minutes of the Board of Directors 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, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and Board of Director's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you.

These persons are termed “affiliated persons” and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to
- d. which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR LSB MEMBER: (Please print)

2. CAPACITY: _____LSB community member _____LSB parent member _____charter school employee

3. Have you or any of your affiliated persons provided services or property to Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School in the past year? _____YES _____NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School in the past year? _____YES _____NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School was or is a party? _____YES _____NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated

person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School at any time in the past year (other than travel advances or the like)? _____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School or as a result of your relationship with the school, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the school?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Ka ‘Umeke Hawaiian Immersion Public Charter School? _____ YES _____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by school’s LSB in accordance with the terms and intent of school’s conflict of interest policy? _____ YES _____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I CONFIRM that I have read and understand school’s conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate

or that I have not complied with this policy, I will notify the LSB Chair immediately.

_____ Signature _____ Date

Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School

GIFT POLICY AND DISCLOSURE FORM

As part of its conflict of interest policy, Ka ‘Umeke Kā‘eo Hawaiian Immersion Public Charter School requires that LSB members and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the school or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a LSB member of Ka ‘Umeke Ka‘eo Hawaiian Immersion Public Charter School.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3.“Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to Ka ‘Umeke Kā‘eo Hawaiian Immersion Public Charter School is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the LSB or its designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with Ka ‘Umeke Kā‘eo Hawaiian Immersion Public Charter School or,
2. Does or seeks to compete with Ka ‘Umeke Kā‘eo Hawaiian Immersion Public Charter School or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with Ka ‘Umeke Kā‘eo Hawaiian Immersion Public Charter School Public Charter School.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

_____ Signature _____ Date