

Conflict of Interest Code
of the

TORRANCE UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

Board of Education Members
Superintendent of Schools
Deputy Superintendent – Administrative Services

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
 - b. All investments, business positions, and income.
2. Persons occupying the following positions are designated employees in Category 2:

Chief Academic Officer
Senior Director - Human Resources
Senior Director – Secondary Schools
Senior Director – Elementary Schools
Director – Food Services
Director – Information Technologies
Director – Classified Personnel
Director – Curriculum
Director - Purchasing and Administrative Services
Director-Employee Resources

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX (Continued)

- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department, which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Persons occupying the following positions are designated employees in Category 3:
 - Personnel Commissioners
 - Chief Academic Officer
 - Senior Director - Human Resources
 - Senior Director – Secondary Schools
 - Senior Director – Elementary Schools
 - Director-Classified Personnel
 - Director-Employee Resources

Designated persons in this category shall disclose all income from, investments in, and business positions with any district employee, any agent or employee association representing any such employee, and business positions with, investments in or income from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

4. Persons occupying the following positions are designated employees in Category 4:
 - Fiscal Services Officer

Persons in this category shall disclose, in accordance with this code, all investments in, or business positions with, and income from all banks, savings and loans, investment companies, and underwriters

5. Persons occupying the following positions are designated employees in Category 5:
 - Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX (Continued)

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. Consultants are individuals who decide whether to: (2 CCR 18700)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

Effective: 11/07/07