

Conflict of Interest Code  
of  
**ISANA**

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 ISANA 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 ISANA.

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 Secretary of ISANA. ISANA shall make and retain a copy of all statements filed by its Members of the Board, and its President/Chief Executive Officer, 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).

**ISANA**  
**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property which is located in whole or in part within two (2) miles of any facility utilized by ISANA, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

“Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.”

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions in business entities and sources of income (including gifts, loans and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by ISANA.

**CATEGORY 3**

Person in this category shall disclose all investments and business positions in business entities and sources of income (including gifts, loans and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by the designated position’s department. For the purpose of this category a Principal’s department is his or her entire school.

**CATEGORY 4**

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any ISANA employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee’s spouse or other financial dependent.

**ISANA**  
**EXHIBIT "B"**

<b>Designated Positions</b>	<b>Disclosure Categories</b>
Member of the Board of Directors	1, 2, 4
President/Chief Executive Officer	1, 2, 4
Chief Financial Officer	1, 2, 4
Chief Operations Officer	1, 2, 4
Chief Academic Officer	1, 2, 4
Director of School Services	3
Director of Human Resources	3, 4
Director of Pupil Services	3
School Principal	3
Director of Expanded Learning	3
Director of Special Education	3
Director of Information Technology	3
Consultants/New Positions*	

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The President/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The President/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**ISANA**  
**EXHIBIT "B" (Cont'd)**

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

**EFFECTIVE DATE: 5/15/2019**