

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 of Education Members and Superintendent of Schools, 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.

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.

- b. All investments, business positions, and income (including gifts, loans and travel payments).

2. Persons occupying the following positions are designated employees in Category 2:

- Chief Academic Officer
- Chief Educational Technology and Information Services Officer
- Senior Director - Human Resources
- Senior Director – Secondary Schools
- Senior Director – Elementary Schools
- Director-Nutrition Services
- Director-Personnel Commission
- Director – Curriculum
- Director-Special Education
- Director-State and Federal Projects
- Director-Purchasing and Communications

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **APPENDIX (Cont'd)**

#### **DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

##### **Category 2 (Cont'd):**

Director-Maintenance/Operations & Transportation  
Buyer

Designated persons in this category must report investments or business positions in or income (including gifts, loans and travel payments) 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
  - 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-Personnel Commission

Designated persons in this category shall disclose all income (including gifts, loans and travel payments) 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 (including gifts, loans and travel payments) from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **APPENDIX (Cont'd)**

#### **DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

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 (including gifts, loans and travel payments) from all banks, savings and loans, investment companies, and underwriters.

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

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 Superintendent of Schools 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 Superintendent of Schools 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.)

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

**EFFECTIVE DATE: 12-13-2017**