



TYPE:	BOARD OF TRUSTEES POLICY
SECTION:	Governance
TITLE:	CONFLICT OF INTEREST
BOT ADOPTED:	March 17, 2016
BOT REVIEWED:	March 18, 2016
	February 18, 2025

Conflict of Interest

Gillingham Charter School organization follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, a board member, or other interested persons. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

Authority

The Board has the authority to address any and all conflicts of interest dealing with contracts supported by federal awards.

Delegation of Responsibility

The Board delegates to the CEO, or designee, the responsibility to ensure the School stays in compliance with the annual review and statements portion of this policy. The Board delegates to the CEO, or designee, the ability to take appropriate disciplinary and corrective action if a school employee has violated this policy, as detailed in the 'Violations of the Conflicts of Interest Policy' portion of this policy. The Board reserves the right to take appropriate disciplinary and corrective action if a board member or CEO has violated this policy, as detailed in the below 'Violations of the Conflicts of Interest Policy.'

Definitions

1. Interested Person - Any director, employee, board member, or any members of their immediate family (parents, spouses/partners, siblings, and children), who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or immediate family:
 - An ownership, investment, financial interest, or a tangible personal benefit from any entity with which the School has a transaction or arrangement,
 - A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement, or
 - A potential ownership, investment, or financial interest in, compensation arrangement with, or a tangible personal benefit from any entity or individual with which the School is negotiating a transaction or arrangement.
3. Compensation - Direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

Guidelines

The School maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No interested person may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

Violations of the Conflicts of Interest Policy

If the Board or committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform him/her of the basis for such belief and provide an opportunity to explain the alleged failure to disclose.

If the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, after hearing the interested person's response and after further investigation as warranted by the circumstances, it shall take appropriate disciplinary and corrective action.

Organizational Conflicts

The Board recognizes that a parent, affiliate, or subsidiary organization, that is not a state, or local government, may appear unable to be impartial if assisting with procurement actions of contracts supported by a federal award, involving the School. If the parent, affiliate, or subsidiary organization assists the School with any such procurement, the entity may have an actual, possible, or the potential appearance of a conflict of interest and will be considered as an interested person in this policy.

In this case, the parent, affiliate, or subsidiary organization must disclose the existence, possible, or potential appearance of a conflict of interest, in writing, to the GSC Board or committee. Once

disclosure has been made, the Board or committee will follow the guidelines and procedures for addressing the conflict of interest, as set forth in this policy.

Documentation

The minutes of the Board and committees regarding conflict of interests shall contain the following to ensure proper documentation showing an interested person has been properly recused:

- 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 decision as to whether a conflict of interest existed.
- The names of the persons who were present for discussions 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.

Annual Training and Statements


Each director, school employee, and Board member shall annually receive this policy and sign a statement which affirms he or she has received a copy of the conflicts of interest policy, has read and understands the policy, and has agreed to comply with the policy.

Written Policies


Charter School's written policy on Conflict of Interest is public record.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Reviewed this 18th day of February, 2025


Scott Herbert (Feb 25, 2025 13:01 EST)

Board President


Dan Kurtz (Feb 25, 2025 13:27 EST)

Board Secretary



Conflict of Interest Policy

Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of the Conflict of Interest Policy of Gillingham Charter School, have read and understood it, and agree to comply with its terms.

Signature:

Printed Name:

Role:

Date:









Conflict of Interest 02-28-25 Review by BOT

Final Audit Report

2025-02-25

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