

# TwinRivers

## UNIFIED SCHOOL DISTRICT

California's newest unified school district

*Board of Trustees*

August 24, 2009

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*Area 6*

*Roger Westrup*

*Area 7*

*Linda Fowler*

*Superintendent*

*Frank Porter*

### TWIN RIVERS UNIFIED SCHOOL DISTRICT NOTICE OF INTENTION TO ADOPT OR AMEND A CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the Twin Rivers Unified School District intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on August 24, 2009, and terminating on October 7, 2009. Any interested person may present written comments concerning the proposed code no later than October 7, 2009, to the Twin Rivers Unified School District, located at 5115 Dudley Boulevard, Bay A, McClellan, California 95652. No public hearing on this matter will be held unless any interested person or his or her representative requests a public hearing no later than 15 days prior to the close of the written comment period.

The Twin Rivers Unified School District has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

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. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Twin Rivers Unified School District (District).

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements for the Board of Trustees Members, and Superintendent of Schools, the **District** shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All other statements will be retained by the **District**.

Copies of the proposed code and all of the information upon which it is based may be obtained from the Twin Rivers Unified School District, 5115 Dudley Boulevard, Bay A, McClellan, California 95652. Any inquiries concerning the proposed code should be directed to Frank S. Porter, Superintendent, at (916) 566-1744.

Attachments: Twin Rivers Unified School District Conflict of Interest Code and Appendixes A & B

## TWIN RIVERS UNIFIED SCHOOL DISTRICT

### CONFLICT-OF-INTEREST CODE

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**APPENDIX A**  
**DESIGNATED POSITIONS**

<b>Designated Position</b>	<b>Assigned Disclosure Category</b>
<i>Employee Relations/ Human Resources</i>	
Associate Superintendent Employee Relations/Human Resources	1, 2, 4
Assistant Superintendent Employee Relations/Human Resources	1, 2, 4
Director, Certificated Elementary Personnel	3
Director, Certificated Secondary Personnel	3
Director, Classified Personnel	3
Director, Risk Management	3, 4
 <i>Special Education &amp; Student Services</i>	
Assistant Superintendent Special Education & Student Services	1, 2
Director, Special Education	3
Director, Student Services	3
Coordinator, Behavior Intervention & Prevention	3
Coordinator, Child Welfare & Attendance	3
Coordinator, Special Education	3
Coordinator, Student Health, Wellness, & Prevention	3
 <i>Curriculum &amp; Academic Achievement</i>	
Dean of Students	1
Associate Superintendent, Curriculum & Academic Achievement	1, 2
Assistant Superintendent, Elementary Education PreK-6	1, 2

Assistant Superintendent, Secondary Education 7-Adult	1, 2
Assistant Superintendent, Accelerated Student Achievement K-12	1,2
Director, Achievement Pathways	3
Director, Categorical Programs	3
Director, Curriculum & Instruction ELA, ELD, Social Studies	3
Director, Curriculum & Instruction Math, Science, PE	3
Director, Curriculum & Instruction Math, Science, PE, VAPA	3
Director, Early Childhood Education	3
Director, Innovative Career/ College Options	3
Director, Instruction & Information Technology	3
Director, Professional Development, STSA K-12	3
Director, Program Improvement/Achievement Gap	3
Director, Research & Evaluation	3
Director, Student Activities	3
Director, Student Athletics	3
Coordinator, Adult Education	3
Coordinator, Assessment	3
Coordinator, AVID, College Preparation Programs	3
Coordinator, Categorical Programs	3
Coordinator, Education Options	3
Coordinator, EL, Multilingual	3
Coordinator, ELA, ELD, Social Studies	3
Coordinator, ELA, ELD, World Languages	3
Coordinator, First 5	3

Coordinator, Guidance & Student Success	3
Coordinator, Instruction & Information Technology	3
Coordinator, Internships/ Career Paths/ CTE/ ROP	3
Coordinator, Library/ Media Resources	3
Coordinator, Math, PE	3
Coordinator, Math, Science, PE	3
Coordinator, Science	3
Coordinator, Social Studies	3
Coordinator, State Programs, Headstart	3
Coordinator, STSA	3
Coordinator, Student Information Utilization	3
Coordinator, Summer School, ASES, SES Intervention	3
Coordinator, VAPA K-12	3
Principal	3
Assistant Principal	3

*Administrative Services & Community Relations*

Assistant Superintendent, Administrative Services & Community Relations	1,2
Director, Charter School Programs	3
Director, Communications	3
Director, Parent/Community Involvement	3

*Business Support Services*

Assistant Superintendent, Fiscal Services	1, 2
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Assistant Superintendent, Facilities Services	1, 2
Administrator, Business Services	1
Manager, Nutrition Operations & Wellness	3
Manager, Nutrition Services	3
Manager, Resource Conservation	3
Manager, Transportation Operations	3
Manager, Vehicle Maintenance	3
Purchasing Agent	1, 2
Director, Accounting Services	3
Director, Budget Services	1
Director, Contract Services, E-Rate Program	1
Director, Custodial Services	3
Director, Facilities Planning & Construction Services	3
Director, Maintenance and Repair Services	3
Director, Nutrition Services	1
Director, Purchasing Services	1
Director, Technology Services	3
Director, Transportation Services	3
Supervisor, Accounting	3
Supervisor, Catering & Culinary Arts Programs	3
Supervisor, Driver Training & Safety	3
Supervisor, Grounds	3
Supervisor, Nutrition Services, Elementary Schools	3
Supervisor, Nutrition Services, High Schools	3

Supervisor, Nutrition Services, Junior High Schools	3
Supervisor, Print Services	3
Supervisor, Purchasing Services	1
Supervisor, Routing Operations	3
Supervisor, Transportation Operations	3
Supervisor, Vehicle Maintenance	3
Project Specialist	3
Consultants	*

\* Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent’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 Sec. 81008).

**Public Officials Who Manage Public Investments**

The following positions are not covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

- Members of the Board of Directors
- Superintendent

An individual holding the above listed position may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

## APPENDIX B

### DISCLOSURE CATEGORIES

**Category 1:** All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from sources that are located in, that do business in, or own real property within, the jurisdiction of the District.

**Category 2:** All interests in real property located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

**Category 3:** All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from, sources that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department. For the purpose of this category, a principal's department is his/her entire school.

**Category 4:** Investments, business positions in business entities, and sources of income, including gifts, loans, and travel payments, from, sources that have filed a claim or have a claim pending against the District within the previous two years.