



Conflict of Interest Policy

I. Purpose

The purpose of this Board conflict of interest policy is to assist Valley Academy (VAC or Valley) board members, employees and school community members to ensure that board members and school employees act in the best interest of VAC students and school community members, consistent with the law when:

- a. the school or board is contemplating entering into a transaction or arrangement that might benefit the private interests of a VAC board member, director or employee; or
- b. VAC, as a public entity or VAC board members or employees evaluate whether the school or its officers and/or employees are using their positions/employment consistent with the [Utah Public Officers' and Employees' Ethics Act \(U.C.A. §67-16\)](#);
- c. VAC or VAC board members or employees are handling school funds and public money consistent with [R277-113](#), LEA Fiscal and Auditing Policies;
- d. VAC board members are considering employment of specific relatives consistent with [U.C.A. §53G-5-409](#), Regulated Transactions and Relationships; or
- e. VAC employees who hold Utah educator licenses are acting in the scope of their employment or representing the school, consistent with the [Utah Educator Standards of R277-515](#).

II. Definitions

The definitions of the cited provisions of the Utah Code and the Utah Administrative Code apply to this policy.

III. Procedures

- a. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest to the VAC board chair, board or director, as appropriate, and be given the opportunity to disclose all material facts to the VAC board or director.
- b. **Recusal of Self:** Any interested person may recuse himself or herself at any time from involvement in any decision or discussion in which the interested person believes he or she has or may have a conflict of interest. It is primarily the responsibility of any potentially interested person to disclose a conflict and recuse himself or herself from decision-making, board discussion and /or voting.
- c. **Chair decision:** If a conflict of interest is alleged about a board member or employee without a personal decision for recusal, the chair will determine if a conflict of interest adversely affects the school or the board. The board chair's decision may include the *perception of the conflict or potential conflict* to the school community and other entities with authority over the board. The board chair, the board or the director, as

determined by the board, may direct the recusal of the interested individual from board participation on a specific issue or from school decision making.

IV. Violations of the conflicts of interest policy

If the board has reasonable cause to believe a member or employee has failed to disclose actual or potential conflicts of interest, it shall inform the member or employee of the belief and afford the individual an opportunity to explain the alleged failure to disclose. If the board determines the individual has failed to appropriately disclose an actual or potential conflict of interest, it may take appropriate disciplinary or corrective action and shall take action required by law.