

September 9, 2024

2024 Local Agency Biennial Notice

Clerk of the Board

Name of Agency: University Preparation Charter School at CSU Channel Islands

Mailing Address: 1099 Bedford Drive

Contact Person: Lisa Donofrio Phone No. 805-482-4608

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Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) update swe remad eby attor ney

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2024**, or by the date specified by your agency, if earlier, to: **E-Mail to: form700clerk@ventura.org**

or
Mail to: Clerk of the Board of Supervisors
800 S. Victoria Avenue, L# 1920
Ventura, CA 93009-1920

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the University Preparation School at CSU Channel Islands (“Charter School”) hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members and all other designated employees of the Charter School, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, and the implementing regulations of, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this Code and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730,, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

Adopted/Ratified: April 14, 2010

Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22, 11/18/22, 8/23/24

Board Policy - Governance # 903

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

All Statements shall be filed with the County Board of Supervisors. The Charter School will make and retain a copy of the Form 700s and forward the original to the Clerk of the Ventura County Board of Supervisors, the Filing Officer. In completing the Form 700, Designated Positions need only disclose those financial interests falling within their assigned disclosure categories as stated in Exhibits A and B.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Chief Executive Officer, who shall record the employee's disqualification. In the case of the Executive Director, this determination and disclosure shall be made in writing to the Board of Directors.

B. Governing Board Member Designated Employees

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School's directors are directors and have a material financial interest).

Adopted/Ratified: April 14, 2010

Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22, 11/18/22, 8/23/24

EXHIBIT A***Designated Positions***

# Of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
Maximum of 9	Members of the Governing Board	1, 2
1	Executive Director	1, 2
1	CFO/Treasurer	1, 2
3	Directors of Charter Schools	1, 2
1	Chief Business Officer	1, 2
1	Purchasing Manager	2
1	Assistant Business Officer	3
1	Information Systems Technician	3
Consultants/New Positions		*

Consultants/New Positions 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:
disclosure category in the code, subject to the following limitation:

The Executive Director 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 the 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 Executive Director’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 (Govt. Code § 81008).

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EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- Designated positions assigned to this category must report:
 - a) Interests in real property which are located in whole or in part within two (2) miles of any facility utilized by the Charter School including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Category 2 Reporting:

Designated positions assigned to this category must report:

- a) Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors 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 to be utilized by the Charter School.

Category 3 Reporting:

Designated positions assigned to this category must report

- a) Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors 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 to be utilized by the designated position's department.

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**BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS MATT LAVERE, JEFF GORELL,
KELLY LONG, JANICE S. PARVIN AND VIANEY LOPEZ
October 29, 2024 at 8:30 a.m.**

CONSENT – COUNTY EXECUTIVE OFFICE – Receive and File the 2024 Biennial Notices; and Adoption of Conflict of Interest Codes for 127 Local Agencies.

- (X) All Board members are present, except Supervisor LaVere is absent.
- (X) Upon motion of Supervisor Parvin, seconded by Supervisor Lopez, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 11 – 54, with a revised Board letter for item 43.

By: Lori Key
Lori Key
Senior Deputy Clerk of the Board