

**RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE  
RESOLUTION NO. 2454-1**

**WHEREAS**, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

**WHEREAS**, the Santa Clara County Board of Education has previously adopted a local conflict of interest code; and

**WHEREAS**, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the SCCOE's conflict of interest code; and

**WHEREAS**, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

**WHEREAS**, the Santa Clara County Office of Education has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

**WHEREAS**, any earlier resolutions, bylaws, and/or appendices containing the Santa Clara County Office of Education's conflict of interest code shall be rescinded and superseded by this resolution and Appendix;

**NOW THEREFORE BE IT RESOLVED** that the Santa Clara County Board of Education adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

**PASSED AND ADOPTED** by the Santa Clara County Board of Education at a meeting held on December 18, 2024, by the following vote:

AYES: Vice President Rocha and Trustees Lari, Pacheco Jr., Speiser and Sreekrishnan

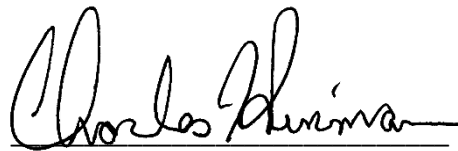
NOES: President Berta

ABSTAIN: none

ABSENT: Trustee Chon



Maimona Afzal Berta, President  
Santa Clara County Board of Education



Charles Hinman, Ed.D.  
Interim County Superintendent of Schools

## **Conflict of Interest Code of the Santa Clara County Office of Education**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Exhibits specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the SCCOE's conflict of interest code.

Members of the County Board of Education, members of the County Committee on School District Organization, and designated employees shall file a Statement of Economic Interests/Form 700 in accordance with the disclosure categories listed in the attached Exhibits. The Statement of Economic Interests shall be filed with the SCCOE's filing official and with the SCCOE's code reviewing body. If statements are received in signed paper format, the SCCOE's filing official shall make and retain a copy and forward the original of this statement to the SCCOE's filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If statements are electronically filed using the County of Santa Clara's Form 700 e-filing system, both the SCCOE's filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed statement simultaneously.

The SCCOE's filing official shall make the statements available for public inspection and reproduction pursuant to Government Code section 81008.

This document is the conflict of interest code for Santa Clara County Office of Education and is subject to statutory requirements for review and approval by the County Board of Supervisors. In order to be effective by law, any time updates are to be made to this section, the Human Resources Office must be consulted and the code amendment must be sent to the County of Santa Clara Office of the County Counsel for review and code-reviewing body approval by the Count Board of Supervisors pursuant to Government Code section 87303.

EXHIBIT A  
Designated Positions

Designated Position	Disclosure Category
Member of the Board of Education	1
County Superintendent of Schools	1
Member of the County Committee on School District Organization	1
Associate Superintendent – Professional Learning & Support	2
Assistant Superintendent – Educational Progress	2
Assistant Superintendent – Educational Services	1
Assistant Superintendent – Personnel Services	2
Assistant Superintendent – Business Services	1
Head of Technology	2
Assistant Director – Internal Business Services	2
Executive Director – Charter Schools	2
Executive Director – Educator Preparation Programs	2
Executive Director – Government Relations	1
Executive Director – SELPA	2
Executive Director – Public Affairs	2
Executive Director – Special Education	1
Executive Director – Youth Health & Wellness	2
Director– Alternative Education	1
Director – Early Learning & Care Innovations	2
Director – Opportunity Youth Academy	1
Director –Integrated Data, Research & Evaluation	2
Director – Human Resources	2
Director – Human Resources Programs	2
Director – Continuous Improvement & Accountability	2
Director – HR/Workforce Development & Organizational Culture	2
Director – Head Start Site	2
Director – Educational Services for Foster & Homeless Youth	1
Director– Innovation & Partnership	2
Director III – Human Resources/Classified Personnel Services	2
Director III – Early Care & Education Initiatives	2
Director III – District Business Services	2
Director III – Early Learning Services	1

Director III – General Services	1
Director III – Inclusion Collaborative	2
Director III –	
Technology Infrastructure & Support Services	2
Director III – Data and Analytics Development	2
Director III – Internal Business Services	2
Director III – iSTEAM	2
Director III –	
School Climate, Leadership & Instructional Support	2
Director – Migrant Education	2
Director III –	
Application, & Software Engineering	2
Director III– Youth Health & Wellness Strategic Initiatives	2
Director II – Child Care Planning & Support	2
Director II – Environmental Education	2
Associate Director – Charter Schools	2
Assistant Director – Early Start Learning & Development	1
Assistant Director – Special Education	2
Manager – Accounting Services	2
Manager – Application Support	2
Manager – Early Head Start Program	2
Manager – Early Learning Services Planning and Support	2
Manager – Facilities & Construction	1
*Manager – Implementation & Compliance	2
Manager – Purchasing Services	2
Manager – Network & Technical Support Services	2
Manager – Program Quality & Assurance	2
Manager – Security, Networks, and Systems Engineering	2
Manager – Special Education Programs	2
Manager – Systems Administration	2
Manager – Risk & Liability	1
Manager (Product)	2
Administrator (Financial) – Charter Schools	2
Supervisor – Maintenance and Operations	1
Supervisor – Print Services	2
Supervisor – Purchasing Services	2
Supervisor – Risk & Liability	1
Buyer	2
Buyer, Senior	2
Consultant	3
Newly Created Position	*

Newly Created Positions that make or participate in the making of decisions that may foreseeably have a material effect on any financial interest, and which specific position title is not yet listed in an SCCOE’s conflict of interest

code are 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 or designee may determine in writing that a particular newly created 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 broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The SCCOE'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.)

As soon as the SCCOE has a newly created position that must file statements of economic interests, the SCCOE's filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the exact position title of the newly created position into eDisclosure and the SCCOE's filing official shall ensure that any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file statements of economic interests, the SCCOE shall update this conflict-of-interest code to reflect the exact position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

## EXHIBIT B

### Disclosure Categories

1. Category 1: A person designated in Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within county boundaries, or within two miles of county boundaries or of any land owned or used by the SCCOE; and
  - b. Investments in, business positions in, and income (includes gifts, loans, and travel payments) from sources which are engaged in the acquisition or disposal of real property within the SCCOE's boundaries, are engaged in work or services of the type used by the SCCOE, or manufacture or sell supplies, goods, machinery, or equipment of the typed used by the SCCOE.
  
2. Category 2: A person designated in Category 2 shall disclose:
  - a. Investments in, business positions in, and income (includes gifts, loans, and travel payments) from sources which are engaged in work services of the type used by the department which the designated person manages or directs; and
  - b. Investments in, business positions in, and income (includes gifts, loans, and travel payments) from sources which manufacture or sell supplies, goods, machinery, or equipment of the type used by the department which the designated person manages or directs.
  
3. Disclosure for Consultants
  - a. Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the SCCOE's conflict of interest code subject to the following limitation: The County Superintendent or designee 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 of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. All such determinations are public records and

shall be retained for public inspection along with this conflict of interest code.

For disclosure purposes a consultant is defined in Regulation 2 CCR 18700.3.