

# **Tapestry Public Charter School Policy Manual**

## **Conflicts of Interest**

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:**

- I. PURPOSE**
- II. HIRING OF A FAMILY MEMBER**
- III. EVALUATION OF A FAMILY MEMBER**

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### **1. PURPOSE**

It is the intent of this policy to avoid any situation wherein a conflict of interest might arise on the part of a Board member or a member of the staff of Tapestry Public Charter School without unnecessarily excluding qualified immediate family members from seeking employment opportunities with Tapestry.

For the purposes of this policy, a member of the immediate family (“family member”) is defined to include spouses, domestic partners, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, step-parents, step-siblings, and step-children.

### **2. HIRING OF A FAMILY MEMBER**

In any instance in which a member of a current employee’s immediate family (“family member”) applies for employment at the school, the employee shall remove himself/herself from the hiring process to the extent such that no favoritism on the part of the employee will influence the hiring for the position for which the employee’s family member is applying. As consistent with the Tapestry Public Charter School Petition, spouses of Board members are not eligible for employment. It is the responsibility of the employee to notify the Principal if a family member is applying for employment at the school or if a marriage will create the potential for a conflict of interest among current employees. In the case of the Principal, it is his/her responsibility to notify the chairs of the Board and the Hiring and Personnel Committee if a family member is applying for employment at the school.

The Chair of the Personnel Committee shall confirm compliance with this policy. As well, any staff member may notify the Principal and/or the Chair of the Hiring and Personnel Committee or the Board if he/she feels this policy is not being followed. Prior to approval of the contract by the Governing Board, any family relationship must be disclosed at a public meeting.

### **3. EVALUATION OF A FAMILY MEMBER**

The Principal shall make every effort to ensure that a staff member is not supervised or evaluated by a relative. If possible, the Principal and/or chair of the Personnel Committee shall designate another appropriate supervisor for the family member. There will be circumstances in which the related employee’s supervision and evaluation of the family member cannot be entirely avoided (e.g., terms of contract, related employee is the Principal). Both parents and staff members may report any evidence of a conflict of interest or violation of this

policy to the Principal and/or the chair of the Personnel Committee or the Governing Board. Any evaluations conducted of the employee will be reviewed and signed by both the supervisor and the chair of the Personnel Committee.