

2018 Local Agency Biennial Notice

County of Ventura

OCT 01 2018

Name of Agency: OAK PARK UNIFIED SCHOOL DISTRICT
Mailing Address: 5801 CONIFER STREET, OAK PARK, CA 91377
Contact Person: RAGINI AGGARWAL Phone No. 818-735-3206
Email: RAGGARWAL@OPUSD.ORG Alternate Email: _____

Clerk of the Board

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) _____

☐ **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

9/17/2018

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 1, 2018**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Board Members	1	COB
1	Superintendent of Schools	1	COB
1	Assistant Superintendent, Business Services	1	COB
1	Assistant Superintendent, Human Resources	1	AC
7-8	Directors	1	AC
65	Principals	1	AC

**2018 CONFLICT OF INTEREST CODE
Oak Park Unified School District**

OCT 01 2018


Clerk of the Board

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Oak Park Unified School District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Oak Park Unified School District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 17th, day of September, 2018:



Anthony W. Knight Ed.D.
Superintendent and Secretary of the
Board of Education

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5	Board Members	1	COB
1	Superintendent of Schools	1	COB
1	Assistant Superintendent, Business Services	1	COB
1	Assistant Superintendent, Human Resources	1	AC
8	Directors	1	AC
6	Principals	1	AC

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

OCT 01 2018

Clerk of the Board

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 9000

Bylaws of the Board

E 9270(a)

Disclosure Categories

Category 1: Broadest Disclosure (Schedules A-1, A-2, B, C, D and E)

- a. All sources of income, gifts, loans and travel payments;
- b. All interests in real property; and
- c. All investments or business positions in business entities.

Category 2: Real Property (Schedule B)

All interest in real property, including interest in real property held by business entities and trust in which the public official holds a business position or has an investment or other financial interest.

Category 3: Land Development, Construction and Transaction (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4: Procurement (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5: Regulation and Permitting (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated positions, agency or department.

Category 6: Funding (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

Designated Positions

Designated Position Disclosure Category

OAK PARK UNIFIED SCHOOL DISTRICT

EXHIBIT

Series 9000

Bylaws of the Board

E 9270(b)

Governing Board Members 1
Superintendent of Schools 1
Assistant Superintendent, Business and Fiscal Services 1
Assistant Superintendent, Human Resources 1
Fiscal Services Director 1
Curriculum and Instruction Director 1
Educational Technology and Information Systems Director 1
Pupil Services Director 1
Preschool Director 1
~~Alternative Education Director 1~~
Director Student Support and School Safety
Director Extended Care Programs
Principals 1
Assistant Principals 1
Sustainability, Maintenance and Operations Director 1

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
 2. Adopt or enforce a law
 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
 4. Authorize the district to enter into, modify, or renew a contract that requires district approval
 5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
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OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 9000

Bylaws of the Board

E 9270(c)

6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Adopted: 9-17-02

Amended: 9-16-14, 8-16-16, 9-17-18
