

**GOVERNANCE AND STAFFING**  
**Conflict of Interest Policy**

**ARTICLE I**  
**Purpose**

The purpose of this Conflict of Interest Policy is to protect CLV Strong Start Academy Elementary Schools, Inc. dba Strong Start Academy Elementary School’s (the “Organization”) interests when contemplating entering into a transaction or arrangement that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to governmental, public, nonprofit or charitable organizations.

This policy was written with guidance from the Nevada Commission on Ethics Manual for public officers and public employees and other such related documents from the Nevada Commission on Ethics (the “Commission”). The Commission indicates that conflicts of interest can interfere with basic principles of fairness – everyone having the same burdens and benefits in our society. A public official may have many opportunities to take unfair advantage of his or her position or to gain a benefit at the expense of others. When public officers and employees ignore their conflicts of interest, the public trust becomes undermined. The public can lose faith in the integrity of government and the decision-making process.

**ARTICLE II**  
**Definitions**

**1. Financial Interest**

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Adopted:  
Next Policy Review:

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**2. Interested Person**

Any officer, director, or member of a committee with governing board delegated powers, who has a direct or indirect Financial Interest, is an Interested Person.

**3. Relative**

Relationships within the third degree of consanguinity or affinity include: (1) a person's spouse, child, parent, sibling, half-sibling or step-relative in the same relationship; (2) the spouse of a person's child, parent, sibling, half-sibling or step-relative; or (3) a person's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin. The definition also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing family members.

**4. Personnel Action**

Personnel actions include, but are not limited to, employment decisions and actions, such as hiring; dismissal; demotion; suspension or furlough; discipline; commendation; granting or denial of leave or time off; assignment or scheduling of work; changes in job classification, title or duties; promotion or other advancement; wage or salary determinations; performance evaluations or ratings; performance or employee development counseling; approval or denial of attendance at or payment for conferences or employee development programs; and actions or determinations of a similar nature affecting wages, hours, conditions of employment, or eligibility for employment or advancement.

**5. Intimate or Romantic Relationship**

An intimate or romantic relationship includes dating, sexual contact of any type, or any other similar private activity that may compromise an employee's ability to evaluate the person to be evaluated effectively and impartially. A marital relationship is presumed to be an intimate or romantic relationship.

**ARTICLE III**  
**Procedures**

**1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement. Members may elect to reference

the Nevada Commission on Ethics Manual for public officers and public employees and other such related documents for voting when there is an appearance of a conflict of interest.

## **2. Addressing Conflicts of Interest**

An Interested Person shall disclose a potential conflict of interest at a governing board or committee meeting, but after the presentation, it is the ultimate decision of the Interested Person to abstain, stay, or leave from any and all discussion and vote on the transaction or arrangement involving the possible conflict of interest.

## **3. Violations of the Conflict of Interest Policy.**

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action using one or all of the following: (1) consulting with the Organization's legal counsel; (2) informing the Organization's authorizing sponsor; or (3) informing the Nevada Commission on Ethics.

## **ARTICLE IV** **Staffing**

### **1. Purpose**

The Organization recognizes that each personnel vacancy shall be filled with the person most qualified among all the candidates. The Organization further recognizes that from time to time a person related to a current member of the governing board, member of a committee with governing board delegated powers, or school administrator/supervisor may be among the candidates. In order to avoid nepotism, the following guidelines set forth in Article IV, Section 2 shall be followed.

### **2. Guidelines**

Relatives of current board members, members of a committee with governing board delegated powers, or school administrator/supervisor may be employed by the Organization, provided the following requirements are met:

- a. The relative is not related to more than one current member of the governing board or member of a committee with governing board delegated powers;

- b. The relative receives a unanimous vote of all members of the governing board and approval by the Nevada Department of Education;
- c. The school administrator/supervisor does not directly supervise a relative; and
- d. The school administrator/supervisor does not participate in personnel actions in connection with a relative.

The provisions of this policy are consistent with and in addition to existing provisions of law restricting nepotism pursuant to NRS 281.201.

**ARTICLE V**  
**Employee Evaluations – Romantic Relationships**

**1. Employee Evaluation Conflicts**

An inherent conflict of interest and/or appearance of impropriety arises when a supervisor or other school employee evaluates another employee with whom he or she is involved in an intimate or romantic relationship. Such a relationship between evaluator and the person to be evaluated taints the evaluation process, adversely affects employee morale and productivity, and compromises the school's interest in promoting qualified employees on a fair and objective basis. Although all school employees have the right to engage in a consensual intimate or romantic relationship with another employee, the evaluation process should not be compromised as a result of such private activity.

**2. Employee Duty**

a. It is the duty of both employees involved in an intimate or romantic relationship to avoid the evaluation by one such employee of the other. The employee who is chosen to evaluate his or her partner shall consult with the governing body to select a suitable and qualified replacement. The person to be evaluated shall notify the school to select a suitable qualified replacement in the absence of action taken by the evaluator.

b. When a replacement evaluator is selected pursuant to this policy, the school shall respect the privacy of the employees involved in the intimate or romantic relationship and shall not create any record of, or place in either employee's personnel file, the reason for the need of a replacement evaluator.

**3. Violations**

- a. If, after an independent investigation, the school learns that an evaluation has been conducted in violation of this policy, the school may take any or all of the following actions, depending upon the circumstances:

- i. Reevaluate the person who was evaluation for the evaluation period in question. This reevaluation will be conducted by a suitable and qualified replacement of the conflicted evaluator;
- ii. Create a record in both employees' respective personnel files indicating that an evaluation was conducted in violation of this policy; and/or
- iii. Take such other disciplinary action as deemed appropriate.

**ARTICLE VI**  
**Annual Certification Statements**

Each Interested Person shall annually sign an affirmation that such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Organization is a public charter school entity authorized through a written charter under NRS Chapter 386 and in order to maintain its charter must engage primarily in activities which accomplish its strategic framework, mission, and overall purpose of the school.

I hereby certify that I am an Interested Party of the Organization and affirming with my signature below that I have received a copy of the Governance and Staffing Conflict of Interest Policy.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2022.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_