County of Ventura

SEP 14 2018

Clerk of the Board

2018 Local Agency Biennial Notice

Name of Agency: Meadows Arts & Technology Elementary School (MATES)

Mailing Address: 2000 La Granada Dr., Thousand Oaks, 91362

Contact Person: Brenda Olshever Phone No. 805-495-7037

Email: bolshever@matescharter.org 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)* _____

☐ **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.

Brenda Olshever — *Signature of Chief Executive Officer*

9/11/18 — *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.

County of Ventura

SEP 14 2018

Clerk of the Board

m•a•t•e•s Meadows Arts and Technology Elementary School	Conflict of Interest Policy	
	Last Reviewed/Revised: 08/27/2018Revised	**Effective Date:** 01/13/2014
Reference Number: BB-CIP-04212016	**Original Author:** MATES Board	**Policy Status:** ACTIVE

PURPOSE:
Various governmental regulations, including the Political Reform Act of 1974 and California Government Code 87300, require that designated employees of Meadows Arts and Technology Elementary School ("MATES") are required to disclose, and generally disqualify themselves from consideration of decisions related to, any conflicts between their economic interests and the interests of MATES.

SCOPE:
This policy applies to all MATES Board members and Designated Employees and their applicable actions.

GENERAL POLICY STATEMENT:
MATES shall comply with applicable regulations through the definition and oversight of Conflict of Interest Code and Policy.

POLICY DETAILS:

1. CONFLICT OF INTEREST CODE
   1.1. ADOPTION – In compliance with the Political Reform Act of 1974 ("Act"), California Government Code Section 87100, Meadows Arts and Technology Elementary School adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members, and all other designated employees of MATES ("Charter School") as specifically required by California Government Code Section 87300.

   1.2. DEFINITION OF TERMS
      1.2.1. As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

   1.3. DESIGNATED EMPLOYEES
      1.3.1. Employees of MATES, 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 policy and incorporated herein.

   1.4. STATEMENT OF ECONOMIC INTERESTS: FILING
      1.4.1. Each Designated Employee, including Governing Board Members shall file a Statement of Economic Interest ("Form 700" or "Statement") at the

time and manner prescribed by California Code of Regulations, titile 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"

1.4.2. 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 "Exhibit B."

1.4.3. Statements Filed With the Charter School. All Statements shall be supplied by MATES. All Statements shall be filed with MATES. MATES' Filing Officer shall make and retain a copy of the Statement and forward the Original to the County Board of Supervisors.

1.5. DISQUALIFICATION

1.5.1. No Designated Employee shall make, participate in making, or try to use his/her official position to influence any MATES 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.

1.6. MANNER OF DISQUALIFICATION

1.6.1. Non-Governing Board Member Designated Employees

1.6.1.1. 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 MATES Executive Director, who shall record the employee's disqualification. In the case of a Designated Employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

1.6.2. Governing Board Member Designated Employees

1.6.2.1. Governing Board Members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board Member shall refrain from participating in the decision in any way (i.e. the Board Member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the MATES' bylaws.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the Board Member or employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The MATES Board will be responsible for monitoring adherence to the policy.

EXHIBIT A

Designated Positions

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
Maximum of 9	Members of the Governing Board	1, 2, 3
1	President	1, 2, 3
1	Vice President	1, 2, 3
1	CFO	1, 2, 3
1	Secretary	1, 2, 3
1	Executive Director	1, 2, 3
1	Assistant Director	1, 2, 3
1	Information Systems Technician	2, 3
Consultants/New Positions[1]		

[1] 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:

The disclosure, if any, required of a consultant or new position will be determined on a case-by-case basis by the Executive Director. The determination of whether a consultant or new position has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's or new position's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B

Disclosure Categories

Category 1

Designated positions assigned to this category must report:

a. Interests in real property located in whole or in part within two (2) miles of any facility utilized by MATES', including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
b. Investments and business positions in business entities, or sources of income (including receipt of gifts, loans, and travel payments) that engage in the purchase or sale of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services, or sources that manufacture or sell supplies, instructional materials, machinery or equipment of the type to be utilized by MATES.

Category 3

Designated positions assigned to this category must report:

Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services, or sources that manufacture or sell supplies, instructional materials, machinery or equipment of the type to be utilized by the designated position's department.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

Policy Version:	Effective Date:	Revision:
BB-CIP-06292009	6/29/2009	Original Version
BB-CIP-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
BB-CIP-04232012	4/23/2012	Updated in accordance with two year review.
BB-CIP-01132014	01/13/2014	Updated in accordance with two year review - no changes
BB-CIP-04212016	04/21/2016	Updated in accordance with two year review. Exhibit A and Exhibit B included.
BB-CIP-08272018	08/27/2018	Updated in accordance with two year review. Added Vice President to Exhibit A.

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

SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, PETER C. FOY AND JOHN C. ZARAGOZA
December 4, 2018 at 8:30 a.m.

CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of Conflict of Interest Codes for 118 Local Agencies; and Receive and File 2018 Biennial Notices.

(X) All Board members are present.

(X) Upon motion of Supervisor Long, seconded by Supervisor Zaragoza, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 12 - 33.

By: Lori Gaines
Lori Gaines
Deputy Clerk of the Board

Item #13
12/4/18