

**OAKLAND MILITARY
INSTITUTE COLLEGE
PREPARATORY ACADEMY**

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Oakland Military Institute College Preparatory Academy ("OMI" or "Charter School") hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of OMI, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

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.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, 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 by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 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."

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 in "Exhibit B."

Statements Filed with the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the Alameda County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or attempt to use his/her official position to influence any Charter School 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.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

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 Charter School Superintendent/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.

B. Governing Board Member Designated Employees

Financial interest in a contract: The Corporation shall not enter into a contract or transaction in which a Board member directly or indirectly has a material financial interest (nor any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

Where a member of the Board has a personal, material financial interest in a contract, the financial interest will be reviewed by legal counsel under Government Code Section 1090, to determine whether the remote or non-interest exceptions apply. Should the Board and counsel determine that no applicable remote or noninterest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code Section 1090 prevents the entire Board from voting on the contract; or (2) prior to the Board's discussion of and/or taking any action on the contract at issue, the interested Board member must resign from the Board. The resignation shall be made part of the Board's official record.

All other financial interests: Governing Board members shall disclose a disqualifying interest in writing to the Board of Directors and verbally at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record and be included in the meeting meetings. 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, vote, or other final disposition of the matter) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2
Superintendent/Executive Director	1, 2
Chief Financial Officer	1, 3
Principal/Chief Academic Officer	3
Commandant/Cadre Supervisor	3
Consultants/New Positions	*

*Consultants/New Positions, which duties include the making of financial decisions, 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 Superintendent/Executive Director may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's/Executive Director'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 (Government Code § 81008).

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 the county of Alameda, 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 utilized by OMI.

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 utilized by OMI.

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 utilized by the designated position's department.



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Minutes of April 15, 2021, Regular Board Meeting

Date of Meeting:	April 15, 2021	Start time:	3:31 PM
Location:	Video Conference	End time:	5:14 PM
Facilitator:	Board Chairman Jerry Brown	Minute taker:	Administrative Assist. Kristie Briseño
1. Attendance			
<p>Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by videoconference and/or telephone call on Zoom.</p> <p>There was a total of 49 participants including Board Members, Staff, Public, and Cadets.</p>			
2. Agenda, Decisions, Issues			
Topic/ Discussion notes		Discussion led by	
<ul style="list-style-type: none"> o B. Call to Order Meeting called to order by Governor Jerry Brown at 3:31 PM. 		Jerry Brown	
<ul style="list-style-type: none"> o C. Roll Call Present <input checked="" type="checkbox"/> Jerry Brown Present <input checked="" type="checkbox"/> Jody Breckenridge Present <input checked="" type="checkbox"/> James Gabrielli Present <input checked="" type="checkbox"/> Giselle Hendrie Present <input checked="" type="checkbox"/> Joe Wire Present <input checked="" type="checkbox"/> David Clisham Present <input checked="" type="checkbox"/> David Baldwin 		Jerry Brown Kristie Briseño	
<ul style="list-style-type: none"> o D. Public Comment o No public comment 			
<ul style="list-style-type: none"> o E. Ordering of the Agenda A Revision/ Adoption/ Ordering of Agenda Motion to approve Wire, Second: Breckenridge. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye 		Jerry Brown David Baldwin James Gabrielli Joe Wire Jody Breckenridge David Clisham Giselle Hendrie	
<ul style="list-style-type: none"> o F. Student Showcase This month OMI highlighted their Seniors' college acceptances. Congratulations on their well-deserved success! 		Michael Dodson	



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<p>○ G. Approval of Consent Items</p> <p>Discussion/Issues:</p> <ol style="list-style-type: none"> 1. Minutes of March 11, 2021 Regular Meeting 2. OMI Bank Account Activity (March 1, 2020 – March 31, 2020) 3. Personnel Report 4. New Contracts 5. Updated OMI Conflict of Interest Policy 6. El Dorado County Charter SELPA Local Plan Certification 5 & Participation Agreement for 2021-2022 <p>Motion to approve Consent Items 1- 6 Breckenridge, Second: Gabrielli. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p>	<p>Jerry Brown David Baldwin James Gabrielli Joe Wire Jody Breckenridge David Clisham Giselle Hendrie</p>
<p>○ H. Superintendent's Update</p> <p>Discussion/Issues:</p> <ol style="list-style-type: none"> 1. Update on School Reopening <ul style="list-style-type: none"> • OMI is reopening in phases per their Reopening Plan which was approved at its March 11, 2021 Regular Board Meeting. Distance learning is still an option for the remainder of the school year. For Phase I 6th grade students, Special Education students, and English Language Learner students have had the option to return to in-person learning. 7th, 8th, and 12th graders will be invited for Phase II. • Admiral Breckenridge shared her experience visiting the OMI campus. She was very impressed and was happy to see most students were smiling and glad to be back in the classrooms interacting with their teachers. 2. HVAC Bid/ Contract – Phase II <ul style="list-style-type: none"> • Phase I of the HVAC installation only covered 16 classrooms. Phase II will cover the remaining classrooms that are currently not being occupied by teachers or students and the offices in the main building. 	<p>Jerry Brown David Baldwin James Gabrielli Joe Wire Jody Breckenridge David Clisham Giselle Hendrie Michael Dodson</p>
<p>○ I. Information/ Discussion Item</p> <ol style="list-style-type: none"> 1. Cashflow Review and Budget Reserves CFO LTC Salazar presented the Cashflow projections as of April 06, 2021. The board and CFO held an extensive conversation about the budget reserves. OMI will need to take a loan for \$500,000. 	<p>Jerry Brown LTC Vincent Salazar James Gabrielli Joe Wire Jody Breckenridge Michael Dodson Michelle Giacomini</p>
<p>○ J. Action Items</p> <ol style="list-style-type: none"> 1. Approve Organizational Chart for 2021-22 <p>Motion to approve action item 1 Breckenridge, Second: Gabrielli. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p> <ol style="list-style-type: none"> 2. Approve 2021-22 Job Descriptions 	<p>Jerry Brown David Baldwin James Gabrielli Joe Wire Jody Breckenridge David Clisham Giselle Hendrie Michael Dodson</p>



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<p>Motion to approve Action Item 2 Clisham, Second: Gabrielli. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye</p> <p style="text-align: right;">Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p>					
<p>3. Approve Administrative and Non-Teaching Salary Schedules Motion to approve Action Item 3 Gabrielli, Second: Breckenridge. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye</p> <p style="text-align: right;">Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p>					
<p>4. Approve the 2019-20 Financial Audit Report Motion to approve Action Item 4 Wire, Second: Breckenridge. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye</p> <p style="text-align: right;">Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p>					
<p>5. Approve Resolution for a \$ 500,000 loan from Charter School Capital (CSC) Motion to approve Action Item 5 Wire, Second: Gabrielli. Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye</p> <p style="text-align: right;">Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p>					
<ul style="list-style-type: none"> o K. Board Member Comments o <p>Board Member Wire would like Job Descriptions to be reviewed every January or February in case any updates or revisions are needed.</p>		Jerry Brown Joe Wire			
<ul style="list-style-type: none"> o L. Adjournment of the Meeting <p>Motion to adjourn meeting by Baldwin, Second: Clisham.</p> <p>Jerry Brown – Aye David Baldwin – Aye James Gabrielli – Aye Jody Breckenridge – Aye</p> <p style="text-align: right;">Joe Wire – Aye David Clisham – Aye Giselle Hendrie – Aye</p> <p>Meeting adjourned at 5:14 PM April 15, 2021</p> <ul style="list-style-type: none"> o 		Jerry Brown David Baldwin James Gabrielli Joe Wire Jody Breckenridge David Clisham Giselle Hendrie			
<p>4. Next Meeting</p>					
Date:	May 13, 2021	Time:	3:30 PM	Location:	Via Zoom

