

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE**

#### **165.1 - CONFLICTS OF INTEREST—STAFF AND SCHOOL BOARD**

##### **A. Gifts.**

1. School district employees and Board members will not accept gifts, favors, or any such other offers or series of offers from a vendor or representative of any business or commercial entity. This, however, will not preclude the acceptance of complimentary advertising or promotional tokens of purely nominal value such as calendars, rulers, etc.
2. No school district employee or Board member will accept a gift from any person seeking preferential or special treatment of any kind.

##### **B. Purchases.**

1. School district purchases from district employees with a vested interest in any outside business that might be construed as profitable are prohibited.

##### **C. Employment (nepotism).**

1. In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of an employee of the School District of New London will be appointed to any position where, as a result, he/she would be directly supervising or receiving direct supervision from a close relative.
  - a. "Close relative," for the purpose of this policy, will be defined as spouse, parent, guardian, brother, sister, son, daughter, brother-in-law, sister-in-law, or grandparent.
  - b. "Direct supervision" includes but is not limited to, the authority, responsibility, or power to appoint, dismiss, promote, demote, evaluate, or recommend salary adjustments, or to participate in or recommend the appointment, dismissal, promotion, demotion, or salary adjustment of an applicant or employee. Such supervisors and those they supervise include:
    - (1) The superintendent pertaining to all school district employees;
    - (2) The director of business services pertaining to financial service, food service, contracted service employees, maintenance and custodial employees;

- (3) The director of pupil services pertaining to all psychological service, EEN itinerant specialists and assistants, building level special education personnel, school counselors, psychologists, and nurses;
- (4) The director of curriculum and instruction pertaining to non-EEN itinerant specialists and assistants, and all instructional personnel;
- (5) The elementary principals pertaining to all building personnel in their respective buildings;
- (6) The middle school principal and assistant principal pertaining to all building personnel in the middle school building;
- (7) The high school principal and assistant principal pertaining to all building personnel in the high school; and,
- (8) The high school assistant principal/activities director pertaining to all building personnel in the high school and coaches and advisors.
- (9) Members of the Board of Education are not considered to have direct supervisory responsibility except in such situations when they are called upon to act specifically on matters of appointment, dismissal, promotion, demotion, or salary adjustment of an individual applicant or employee. Members of the Board of Education may avoid conflict of interest in such situations by abstaining from the aforementioned actions.

- D. Each person seeking initial employment in the School District of New London will state in his/her application his/her relationship, if any, to any person presently employed. That applicant will be informed of the positions for which he/she is ineligible, and the reason why. If, after appointment of an applicant, it is found that information of relationship was withheld or falsely given, the applicant will be subject to immediate dismissal.
- E. Any cases of potential conflict of interest existing prior to original adoption of this policy on May 9, 2005, or resulting from subsequent marriage, should be reviewed regularly by the District Administrator/designee who will make an effort to eliminate conflicting positions through reassignment of supervision or transfer.
- F. Nothing in this policy will be construed as disparaging or discouraging the appointment of close relatives for positions which are not designated by this policy as being in conflict, or to reflect upon the integrity or good judgment of any person in the employ of the School District of New London. Further,

nothing in this policy will be construed to limit the opportunity for promotion to any person employed in the School District of New London.

ADOPTION DATE: May 9, 2005

REVISION DATE(S):

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE: Policy 165.1 Conflicts of Interest

LEGAL REFERENCE: Section 118.12 Wisconsin Statutes  
Section 946.10 Wisconsin Statutes  
Section 111.31-111.345 Wisconsin Statutes