

CODE OF ETHICS
BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS

Pursuant to the provisions of section eight hundred six of the general municipal law, the Board of Education of the Burnt Hills-Ballston Lake Central Schools recognizes that there are rules of ethical conduct for public officials and employees which must be observed if public confidence is to be maintained.

It is thereby resolved that the following rules of ethical conduct shall serve as a guide for official conduct for the members and employees of the Burnt Hills-Ballston Lake Board of Education:

Section 1 - The rules of ethical conduct of this local policy as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contracts of school officials and employees.

Section 2 – Definition

- (a) "School official or employee" means a member of the Board of Education, school administrators, the professional teaching staff, and non-instructional employees.
- (b) "Interest" means a pecuniary or material benefit accruing to a board member or employee unless the context otherwise requires.
- (c) "Immediate relative" means parent, sibling, child, stepchild, stepparent, grandparent, spouse, and in-law.

Section 3 - Standards of Conduct

Every board member and employee of the Burnt Hills-Ballston Lake Central Schools shall be subject to and abide by the following standards of conduct:

- (a) Gifts He/she shall not, directly or indirectly, solicit any gifts, or accept or receive any gift having a value of seventy-five dollars or more from one individual, family, or business entity, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
- (b) Confidential Information He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
- (c) Representation before one's own agency He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Education of which he/she is an officer, member or employee.
- (d) Representation before any agency for a fee He/she shall not receive, or enter into any agreement express or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter.
- (e) Disclosure of interest in legislation To the extent that he/she knows thereof, a member of the Burnt Hills-Ballston Lake Board of Education or employee of the school district who participates in the discussion or gives official opinion to the Burnt Hills-Ballston Lake Board of Education on any legislation before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.

- (f) Investments in conflict with official duties He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.
- (g) Private employment He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
- (h) Future employment He/she shall not, after the termination of service or employment with the Burnt Hills-Ballston Lake Central Schools, appear before the Burnt Hills-Ballston Lake Board of Education in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 4 - Employment of Relatives

It is the District's policy to avoid favoritism, the appearance of favoritism, conflicts of interest, and the appearance of conflicts of interest in employment by applying the following standards:

- a. No immediate relative of a member of the Board of Education, the Superintendent, or an Assistant Superintendent shall be appointed, hired or advanced to any permanent or full time employment, including the professional teaching and non-instructional staff.
- b. No person shall be employed, promoted, or transferred to a position in the District which would create a direct supervisor-subordinate relationship with an immediate relative. The District will insure an alternate chain of supervision for any relatives working within the same building or department.

Section 5 - Nothing herein shall be deemed to bar or prevent the timely filing by a present or former member of the board or employee of any claim, account, demand, or suit against the Burnt Hills-Ballston Lake Central Schools on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 6 - Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member and employee of the Burnt Hills-Ballston Lake Board of Education within 30 days after the effective date of this local policy. Each member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

Section 7 - Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law. The Board of Education will constitute the Board of Ethics and will determine if there has been any violation of this code.

Section 8 - Effective date

This local policy shall take immediate effect as provided in section twenty-seven of the municipal home rule law.

Revised July 2010

Renumbered from P9120 – September 2015