

Northland Preparatory Academy Board of Directors Conflict of Interest Policy

Board of Directors Membership Limitation

Suggested update for consideration September 22, 2008:

No employee of Northland Preparatory Academy or the spouse or dependent of the employee (as defined in A.R.S. 43-1001) may hold membership on the governing board of NPA (A.R.S. 15-421).

Conflict of Interest

Any Director or employee of the School who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the School shall make known that interest in the official records of the School and shall refrain from voting upon or otherwise participating in any manner as a Director or employee in such contract, sale, or purchase.

Any Director or employee who has, or whose relative has, a substantial interest in any financial decision of the School shall make known such interest in the official records of the School and shall refrain from participating in any manner as a Director or employee in such a decision.

Voting Restrictions – Abstention Procedure

A Director shall not vote on or participate in the discussion of: any issue, the passage of which would affect that Director's financial gain or loss; or on any issue on which a personal bias would prevent objective thought or action by that Director. Any Director who has a conflict of interest on an issue shall inform the Board Chair, or presiding officer, of the conflict and the Board Secretary shall note the conflict in the minutes of the meeting. Said Director shall complete the Director Conflict of Interest form and file it with the Board Secretary at the meeting in which the conflict arose.

Notwithstanding any other provision of law, a Director shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board except that a Director shall not vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a spouse or dependent as defined in A.R.S. Section 43-1001.

Filing of Disclosures

The School shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to NPA conflict of interest policies.

Approved: November 20, 2006 by the Board

NPA Board Directors Conflict of Interest Form

I, _____, do hereby indicate:

1. That presently I am a member of the Northland Preparatory Academy (NPA) Board of Directors.

2. That I (or my relative[s]):

_____ have a substantial interest in the contract, sale, purchase, or service to or decision by the NPA Board of Directors as described below.

3. That I shall refrain from participating in any manner in my capacity as a Board Member of NPA in such contract, sale, purchase, service to, or decision by the NPA Board unless specifically permitted to do so by law.

Date

Signature

Description of Conflict:

Approved: November 20, 2006 by the Board