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## Annual Board Member Conflict-of-Interest Form

### Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

### Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

### Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

**School Name:** \_\_\_\_\_

#### Personal Information

<b>Full Legal Name:</b>	
<b>Occupation/Company/Title:</b>	
<b>Business Email Address:</b>	
<b>Business Phone Number:</b>	

1. When were you elected or appointed to the Board? \_\_\_\_\_
2. When did your current term as a Board member start and when does it expire?  
\_\_\_\_\_

#### **Nepotism** (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?  
  
Yes  
  
No
2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?  
  
Yes  
  
No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative *(please ensure that you include the number of the question that the response references)*:

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**Gifts** *(Provide a brief narrative in the space provided for any Yes response.)*

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative *(please ensure that you include the number of the question that the response references)*:

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**Conflict of Interest** *(Provide a brief narrative in the space provided for any Yes response)*

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

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**Other Questions**

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board’s approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board’s bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? ***Narrative needed only if response is No.***

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

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I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

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***Signature***

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***Date***