



## **Holly Drive Leadership Academy**

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October 10, 2018

### Special Notice and Call of Meeting

Written notice is hereby given in accordance with Education Code Section 35144, Government Code 54956, and other applicable laws that a Special Meeting of the Executive Board of Directors of the Holly Drive Leadership Academy will be held at 5:00pm on October 12, 2018 in the front office of HDLA, located at 4801 Elm Street, San Diego, CA 92102.

The agenda is attached:

*Individuals with disabilities, who need a reasonable accommodation to attend or participate in this meeting, should contact the front office (619) 266-7333.*

Holly Drive Leadership Academy

Executive Board of Directors

October 12, 2018

Special Meeting Agenda

**A. Opening Ceremony**

A.01 Call to Order

A.02, Roll Call, Establish Quorum (Board Governance Policy)

**B. Operational Matters**

**C.01** Revision/amending of the Conflict of Interest Code – **Board Action**

**C.02** Revision/amending of the Bylaws – **Board Action**

**C.03** Adoption of a Uniform Complaint Policy – **Board Action**

**C. Adjournment**

## Holly Drive Leadership Academy

October 12, 2018

### Special Meeting Minutes

A special meeting of the Holly Drive Leadership Academy Charter School was held in the front office of HDLA School located at 4801 Elm Street, San Diego, CA 92102 at 5:00pm on October 12, 2018.

**Members present:** Eddie Davis, Bernard Cook and Dianna Brown

**Members Absent:** Etta Keeler

**Call to Order:** Chairman Davis called the meeting to order at 5:10pm

**Quorum:** Chairman Davis established that there was a quorum

**Approval of Revised Conflict of Interest Code:** Motion made by Member Cook to adopt the revision of the Conflict of Interest Code, 2nd by Chairperson Davis. There was some discussion regarding should we list the designated persons or would stating members of the governing board be inclusive and sufficient. Discussion regarding deleting designated persons of this code if those positions are not present at HDLA at this time. Member Cook stated we should leave them there in case the position does exist in the future. After much discussion, the code was approved unanimously.

**Approval of Amended Bylaws:** Motion made by Chairperson Davis to approve the amended bylaws pending approval of the charter renewal.

The bylaws have been reviewed by legal counsel to ensure compliance with current law and best practices. 2<sup>nd</sup> by Member Cook, Motion approved unanimously.

**Uniform Complaint Policy:** HDLA has always had an Internal Complaint Policy and is adopting a Uniform Complaint Policy. Motion Made by Cook to accept the Uniform Complaint Policy. There was discussion regarding a Compliance Officer position. Members agreed to revisit that option but for now the Board of Directors or designee will be the contact entity for this policy. 2<sup>nd</sup> by Davis. It was approved unanimously.

**Adjournment:** Meeting was adjourned at 6:03pm

**HOLLY DRIVE LEADERSHIP ACADEMY**  
**CONFLICT OF INTEREST CODE**

**I. ADOPTION**

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Holly Drive Leadership Academy hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members and all other designated employees of Holly Drive Leadership Academy (“Charter School”), 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 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 County Board of Supervisors.

## **V. DISQUALIFICATION**

No designated employee shall make, participate in making, or try 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 Principal, 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**

The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with 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).

**EXHIBIT A**

Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
President/Principal	1, 2, 3
Chairperson of the Board	
Treasurer	1, 2, 3
Secretary	1, 2, 3

New Positions \*

\*New Positions are 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 Chairperson of the Board 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 Chairperson of the Board'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. (Gov. Code Section 81008.)

## **EXHIBIT B**

### Disclosure Categories

#### **Category 1**

Designated positions assigned to this category must report:

- a. Interests in real property that property is located in whole or in part within a two-mile radius):
  - of any school district that has authorized a school operated by Holly Drive Leadership Academy , or
  - of any facility utilized by Holly Drive Leadership Academy, or
  - of a proposed site for a Holly Drive Leadership Academy facility.
- b. Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type that engages in the purchase or sale of real property or are engage in building construction or design.

#### **Category 2**

Designated positions assigned to this category must report:

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment to be utilized by Holly Drive Leadership Academy.

#### **Category 3**

Designated positions assigned to this category must report:

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.