



## SAGE Academy

### Policy # 209 A - Conflict of Interest - Administration/School Board

#### Conflict of Interest Disclosure Form--Administration and Members of the School Board

This document pertains to any individual, who due to their role within the school has the authority to purchase goods or sign contracts on behalf of the school.

Reference: SAGE Academy's Conflict of Interest Policy

Review the following and check the applicable statements related to conflict of interest regarding SAGE Academy for the year ended June 30, 2017:

\_\_\_\_ I am, or my immediate family member\* or partner is an owner, employee, or agent of, or a contractor with a for-profit or nonprofit entity with whom SAGE Academy contracts, directly or indirectly, for professional services, goods or facilities.

\_\_\_\_ If so, I refrain from participating in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when (1) the board member, employee, officer or agent (2) the immediate family of a board member, employee, officer, or agent, (3) the partner of the board member, employee, officer, or agent, or (4) an organization that employs, or is about to employ any individual in clauses (1) to (3), has a financial or other interest in the entity with which SAGE Academy is contracting.

\_\_\_\_ I am an employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or SAGE Academy renewal or nonrenewal process or decision.

\_\_\_\_ I am aware of the following transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to SAGE Academy listed above.

Required information:

- a. Description of transaction: \_\_\_\_\_
- b. Individual/entity engaging in transaction:  
\_\_\_\_\_
- c. Amount of transaction: \_\_\_\_\_
- d. Identify other party to the transaction:  
\_\_\_\_\_

e. Relationship of individual/entity (self, spouse, etc.):

\_\_\_\_\_

\_\_\_\_\_ I am aware of no transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to SAGE Academy.

\_\_\_\_\_ I sold or purchased property or materials owned by SAGE Academy. If so, please place a check next to all that apply:

\_\_\_\_\_ The property was not needed by the SAGE Academy.

\_\_\_\_\_ The purchase was made through a sealed bid or public auction.

\_\_\_\_\_ I was not directly involved with the sealed bid or auction process.

\_\_\_\_\_ Public notice of the sale was given for at least one week.

\_\_\_\_\_ I did not sell or purchase property or materials owned by SAGE Academy.

To the best of my knowledge and belief, the above information is true and accurate.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

\*Immediate family member: An individual's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, and sons-in-law. Adopted, half, and step members are also included in immediate family.

\_\_\_\_\_

**Office use:**

C of I Trainer: \_\_\_\_\_

Date of training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Adopted date: December 15, 2016

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