

## Superintendent's Conduct

The Superintendent shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of his/her employment to further substantially his/her personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his/her position or which he/she knows or should know is primarily for the purpose of rewarding him/her for action taken in which he/she exercised discretionary authority.
3. Engage in a substantial financial transaction for his/her private business purposes with a person whom he/she supervises.
4. Perform any action in which he/she has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which he/she has a substantial financial interest or in which he/she is engaged as a counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for the Superintendent to receive:

1. An occasional nonpecuniary gift which is insignificant in value.
2. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he/she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his/her position.
5. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearances or publications reported as honorariums.

It shall not be considered a breach of conduct for the Superintendent to:

1. Use school facilities and equipment to communicate or correspond with constituents.
2. Accept or receive a benefit as an indirect consequence of transacting District business.

A Superintendent may request an advisory opinion from the secretary of state concerning issues relating to conduct that is prescribed by state law.

Adopted January 25, 1995  
Revised April 9, 2008

LEGAL REFS.: C.R.S. 18-8-308 failing to disclose conflict of interest  
C.R.S. 22-32-110(1)(k) Board of education – specific powers  
C.R.S. 24-18-104 rules of conduct for public officers  
C.R.S. 24-18-109 rules of conduct for local government employees  
C.R.S. 24-18-111 powers of secretary of state

St. Vrain Valley School District RE-1J, Longmont, Colorado