

## VENTURA COUNTY BOARD OF EDUCATION

### ADMINISTRATIVE

REGULATION NO. 2300

ADOPTED: 02/24/97

CLASSIFICATION: Administration

REVISED: 02/12/07  
02/25/08  
07/18/12  
07/28/14  
09/16/14  
08/25/16  
09/24/18

SUBJECT: Conflict of Interest Code

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### DESIGNATED POSITIONS

# OF POSITIONS	POSITION	DISCLOSURE CATEGORY	FILING OFFICER
5	Ventura County Board of Education Trustees	1	VCCB*
1	Ventura County Superintendent of Schools	1	VCCB*
1	Deputy Superintendent	1	VCOE
2	Associate Superintendents	1	VCOE
1	Assistant Superintendents	1	VCOE
1	Chief Technology Officer	1	VCOE
1	Chief Human Resources Officer	1	VCOE
6	Executive Directors	1	VCOE
26	Directors (all others)	4	VCOE
1	Purchasing Supervisor	3	VCOE
Varies	Consultants**	**	**

\* VCCB refers to Ventura County Clerk of the Board which is the acting Filing Officer for the Ventura County Board of Education Trustees and Ventura County Superintendent of Schools. Designated employees of the Ventura County Office of Education shall file with the Filing Officer of the Ventura County Office of Education.

\*\* Consultant refers to "Independent Contractors," not employees who have the title "Consultant." The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the Superintendent or his/her designee. If a particular consultant has or will have disclosure requirements, the determination is to be made in writing. Unless so designated in writing, consultants are not subject to the disclosure requirements of this code.

The determination should include a description of the consultant's duties and, based upon that description, a statement of the extent, if any, of the disclosure requirements. Each writing, or the combined writing, is a public record and is to be retained for public inspection either in the same manner and location as this Conflict of Interest Code, or, with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the consultant determination(s).

Attached to this Administrative Regulation is a copy of Code of Regulations, Title 2, Section 18730, which shall be updated annually (See Exhibit 2).