

# BURNS SCIENCE AND TECHNOLOGY CHARTER SCHOOL

## A FLORIDA CORPORATION NOT FOR PROFIT

### **Mission Statement**

*Where students are inspired & prepared for the 21st Century*

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### **Policy on Conflict of Interest**

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1. **Conduct** - Burns Science and Technology Charter School staff, board/council/, Parent Support Organizations chairs and members, reviewers, and volunteers acting on behalf of Burns Science and Technology Charter School and its various operating divisions (all listed groups are hereinafter referred to as Burns Science and Technology Charter School representatives) shall conduct themselves in a manner which seeks to avoid a conflict of interest or any appearance of a conflict of interest between personal interests and the interests of Burns Science and Technology Charter School.

2. **Full Disclosure** - Burns Science and Technology Charter School representatives shall declare to the Principal and Chair of the Burns Science and Technology Charter School Board of Trustees any possible conflict of interest, at the earliest possible time, in a written disclosure statement. The President/CEO and Chair of the Board are responsible for reviewing all submitted statements and making decisions concerning resolutions of conflicts. Parent Support Organizations chairs and members and other Burns Science and Technology Charter School volunteers are asked to refuse invitations or assignments if any conflict of interest or appearance of conflict of interest might be possible. Any Burns Science and Technology Charter School representatives making accreditation recommendations and decisions shall disclose any possible conflict of interest and withdraw from reviewing any school/district documents in which there may be cause for conflict of interest.

4. **Prohibited Actions** - In circumstances in which a Burns Science and Technology Charter School representative has a possible conflict of interest, the representative shall not:

- Participate in the accreditation process for any school/district for which the individual has a possible conflict of interest;
- Participate in financial or other agreements with any schools/districts, clients, or vendors where a possible conflict of interest might exist;
- Vote on any matter under consideration in which he or she has a possible conflict of interest;
- Participate in discussions regarding issues that may involve a possible conflict of interest; and
- Be counted in determining the quorum for any meeting or gathering pertaining to matter in which he/she has a possible conflict of interest. The minutes of such meetings/gatherings shall reflect that a disclosure was made, the individual having a possible conflict of interest abstained from discussion and voting, and he or she was not counted in determining the quorum for the meeting.

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### DISSEMINATION OF INFORMATION

Students are permitted to take home printed or written information promulgated by the Parent/Teachers Association and other school connected organizations.


Students are permitted to take home printed or written information promulgated by non-profit civic organizations or other governmental entities, if approval is received from the principal or his/her designee, and if the dissemination of such information does not interfere with the orderly school process.

Authority:

Section 230.22(1), Florida Statutes

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**ADOPTED** by action of the Board of Directors of the Burns Science and Technology Charter School, Inc. at its regular meeting on 10/29/13

  
Secretary

  
Gary Bittle Chair, Board of Directors