



The Roger Bacon Academy

MEMORANDUM

August 16, 2018

To: All Staff of the Schools managed by The Roger Bacon Academy

From: Charter Day School, Inc. Board of Trustees

Memo: CDS Board Policies Handbook Amendment #0180816

Conflicts of Interest (Page 10-11):

- **Charter Day School, Inc. Board of Trustees**

The Trustees and Officers of this Corporation may have a financial interest in other companies or other persons with which from time to time this Corporation may have business dealings. A Trustee or Officer of this Corporation shall disclose to the Board of Trustees any personal interest which he or she may have in any matter pending before the Board of Trustees, unless such conflict shall have been known to the Board of Trustees prior to the meeting at which, or prior to the Trustees executing their written consents by which, action to authorize, ratify or approve such contract or transaction shall be taken. A person shall not be disqualified from serving as a member of the charter school's board of directors because of the existence of a conflict of interest, so long as the person's actions comply with the School's conflict of interest policy as provided in the Charter Agreement and also with applicable law (G.S. 115C-218.15(b)(3)).

No Trustee of this Corporation may vote upon or give his or her written consent to any contract or other transaction between the Corporation and any person with respect to which he or she has a direct or indirect financial interest. Any such contract or transaction must be authorized, ratified or approved by the affirmative vote of a majority of those Trustees present at any duly called meeting who have no direct or indirect financial interests, or, alternatively, by written consent of a majority of Trustees who have no direct or indirect financial interests.

In any contract, transaction, or act on behalf of the Corporation in a matter in which one or more Trustees or Officers have a direct or indirect financial interest shall not be violative of the proscriptions in the Articles of Incorporation against the Corporation's use or application of its funds for private benefit, so long as the policies outlined in this article, "Conflicts of Interest," have been followed. In no event, however, shall any person or other entity dealing with the Trustees or Officers be obligated to inquire into the authority of the Trustees or Officers to enter into and consummate any contract, transaction, or other action.

- **Faculty and Staff**

No member of the staff shall derive any material personal profit or gain, directly or indirectly, by reasons of his or her participation with the school. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter before the organization and shall refrain from participation in any decision on such matter.

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The Three Laws

Law 1 - Reward good behavior, Law 2 - Teach to mastery, Law 3 - Watch the children,

you'll get more of it.

every child will learn.

*if they are not learning or behaving,
you're not following the first two laws.*

Any member of the staff who is an officer, Board member, committee member or staff member of a client organization or vendor of the school shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or Board action specifically directed to that agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board.

Any member of the staff shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

No member of the staff shall:

- Be a participant, directly or indirectly, in any manner, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the school which has resulted or could result in personal benefit.
- Be a recipient, directly, or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the school.

Any exceptions to 1 or 2 above are to be disclosed with a full description of the transactions and of the interest, whether direct or indirect.

Nepotism (Page 17):

It is the policy of the Board that before any immediate family, as defined in G.S. 115C-12.2, of any member of the Board or a School employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be:

- (i) disclosed to the Board and
- (ii) approved by the Board in a duly called open-session meeting.

a. The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority. If the requirements of this subsection are complied with, the charter school may employ immediate family or any member of the Board or School employee with supervisory authority (G.S. 115C-218.15).

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