

School Board

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**Conflict of Interest
Agreement Form**

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Daniel J. Valdez

Assistant Superintendent
Gwendolyn Luney

Director of Federal Programs
Jeffrey Eakins

Congratulations! You are an HCPS employee who has selected to work for an SES provider to further impact the education of Hillsborough County students. Before you begin, carefully read the following statements. Once you have read, understood, and agreed to the statements, please complete the form at the bottom of the page. If you have any questions, please speak with the SES facilitator at your school or contact the District SES office at 813-272-4436

I understand and agree that:

1. No employee will campaign, recruit, solicit for, or otherwise work for the purpose of gaining students for the provider during hours of employment by the district. This includes talking to parents about a specific provider and the provider's program.
2. No district employee may represent an SES provider during parent/student night, school functions at which the employee is required to attend by the district, or other school activities.
3. No employee may have access to student lists, phone numbers, free/reduced lunch lists, or other student information at any time to be used for the purpose of recruiting students for an SES provider.
4. Employees are prohibited from using district materials and supplies, such as paper, pencils, books, computers, printers, crayons, etc. for the purpose of administering the SES program, or as in accordance with school board policy 6.30.
5. Employees of SES providers do not have access to copiers, phones, or other equipment owned, leased or operated by the school district, even if the tutor is a school district employee, or as in accordance with school board policy 6.30.
6. District employees are not necessarily able to tutor in the classroom they are assigned to during the regular school day. Providers can request space at the school. District office manages the facility on-site assignment and principals determine where the provider will be placed in the school.
7. SES providers are required to supply their tutors with all materials needed to implement the program described in the provider's RFA to the State of Florida.
8. Distribution of materials by providers to school staff requires the permission of the principal and approval by the District office. Distribution of these materials can only take place before or after regular school hours.
9. I will not tutor students that I teach during the school day, as stated in school board policy 6.30. <http://www.sdhc.k12.fl.us/PolicyManual/>
10. I will not carry out duties related to my employment with the private Provider during HCPS payroll time.

I, _____, agree and will abide with the statements above. I understand
Print your full name
that failure to abide by the above statements will carry consequences for me.

Signed _____

Date _____

School Site Name _____ School Site # _____

SES Provider _____