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Conflict of Interest Agreement Form
for School Board Employees
2011- 2012

School Board employees doing business with the School Board are required per policy to disclose the situation so that potential conflicts may be assessed. Before you begin, carefully read the following expectations. Once you have read, understood, and agreed with the statements, please complete the bottom of the page.

I understand and agree that:

1. No employee will use their position to compel the choice of a particular provider to give or suggest that the child will receive preferential treatment because of the use of a particular provider.
2. 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 during hours of School Board employment.
3. 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.
4. No employee may have access to or disseminate 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.
5. Employees are prohibited from using all district materials and supplies, such as paper, pencils, books, computers, printers, crayons, etc. for the purpose of administering the SES program, as in accordance with school board policy.
6. 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, as in accordance with school board policy.
7. Providers can request space at the school in accordance with program process. The district office manages the facility on-site assignment. Principals determine the exact space where the provider will be assigned at the school.
8. 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.
9. Distribution of materials by providers to school staff can only take place before or after School Board employment hours.
10. I will not carry out any duties related to my employment with the private Provider during HCPS payroll time.
11. I will follow all policy, as stated in the Conflict of Interest section of the school board policy.
12. I will follow all other policies set by the school board.

School Site Name _____ School Site # _____

SES Provider: 100% ACADEMIC ACHIEVEMENT! LLC

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 _____