

**PSCOC LEASE ASSISTANCE APPLICATION
ANNUAL CONFLICT OF INTEREST QUESTIONNAIRE – PRIVATE LANDLORD
FOR SCHOOL YEAR 2013-2014**

The following definitions apply to this Questionnaire:

- **“Interested party”** An employee of a school district or charter school who has authority to procure or make decisions regarding procurement, purchasing or contracting on behalf of the district or charter school or an employee who is in a position to influence such decisions; or a member of a district school board or charter school governing body (collectively referred to as “governing body), who has a direct or indirect financial interest, as defined below.
- **“Financial interest”** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family relationship:
 - a. An ownership or investment interest in any entity with which the school district or charter school has a transaction or arrangement (e.g. a property lease),
 - b. A compensation arrangement with the school district or charter school or with any entity or individual with which the school district or charter school has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school district or charter school is negotiating a transaction or arrangement.
- **“Family Member”** means a spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. NMSA 1978 §22-8B-10 (2009).

District/School Name: **GADSDEN INDEPENDENT SCHOOL DISTRICT**

Please include as an attachment to this Questionnaire a current list of governing council members, a current list of school board and/or charter school foundation members, and if applicable, a copy of governing board minutes approving exception to anti-nepotism laws.

Question 1: Briefly describe the property selection process and actions taken to ensure that the leased premises were in the best interest of the district/school. **Lease premises provided an off-site work simulation center. The floor plan and bathroom facilities were appropriate for disabled students who were not ambulatory. The location is mid-point between the two feeder high schools that would utilize the site.**

Question 2: Briefly describe how the lease premises support the current or future space needs of the district/school. **Lease premises provided an off-site work simulation center. The floor plan and bathroom facilities were appropriate for disabled students who were not ambulatory. The location is mid-point between the two feeder high schools that would utilize the site.**

Question 3: Briefly describe how the determination was made that the negotiated lease was at or below fair market value **Lease premises provided an off-site work simulation center. The floor plan and bathroom facilities were appropriate for disabled students who were not ambulatory. The location is mid-point between the two feeder high schools that would utilize the site.**

Question 4: In selecting the leased facility, was the site selected competitively from other potential school sites **Yes (X) No ()** [Describe the selection process, the number of sites considered, the number of offers made, and the reason the selected leased site was chosen. How was it determined that the selected site and lease was a good value.]:

Spectrum building on McNutt

La Union Community Center

Lease premises provided an off-site work simulation center. The floor plan and bathroom facilities were appropriate for disabled students who were not ambulatory. The location is mid-point between the two feeder high schools that would utilize the site.

Question 5: Can any of the parties to the lease be considered an “interested party” or an immediate family member of an interested party as defined by above? **Yes () No (X)** [If no, then skip Question 6 and proceed to Question 7.]

Question 6: If you answered “Yes” to Question No. 5, provide the following information.

(a) Which party to the lease has a financial interest? _____

(b) Describe the financial interest of the party identified in 6.(a). _____

(c) Was the financial interest disclosed to the governing body prior to execution of the lease? **Yes () No ()** [If yes, attach a copy of the governing body minutes of the meeting at which the financial interest was disclosed and/or any other documentation evidencing disclosure. If no, explain why the financial interest was not disclosed prior to execution of the lease or whether some other consideration of the financial interest was made by the governing body or district/school employee executing the lease]: _____

(d) If the financial interest was not properly disclosed, describe possible remedies and justification of how the benefits of continuing the current lease outweigh the conflict. Describe any hardship that would result if the PSCOC denied lease assistance. _____

Question 7: Does your district/school have a written conflicts of interest policy and written disclosure of conflicts requirement? **Yes (X) No ()**. [If yes, attach a copy of your policy.]

Question 8: If you do not have a written policy addressing conflicts of interest, does your governing body or district/school have an internal rule or procedure that addresses entering into contracts with interested persons? **Yes** () **No** (). [If yes, attach a copy of the written rule or procedure.]

CERTIFICATION

The undersigned hereby certify that to the best of their knowledge the answers to this questionnaire are true and accurate, that if any of the answers to this Questionnaire change that the authorized representative of the district/charter school will notify the PSCOC through the PSFA within thirty (30) days, and that

Check one:

- the lease and price negotiated for the property was in the best interest of the district/school and that there were no violations of any conflict of interest laws.
- a financial interest was not properly disclosed and the district/school requests an exception due to the undue hardship that will result to the district/school by avoiding the prohibited conflict when weighed against the public interest served.
- due to extenuating circumstances the district/school requests additional time to respond.

BY:

School Board President / Governing Council President

Date

School District Superintendent / Charter School Administrator

Date

If locally chartered charter school:

School District Superintendent

Date