

**RED WING PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY**

**411 CONFLICTS OF INTEREST**

Adopted: April 16, 2012  
Last Reviewed: August 16, 2021

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**I. PURPOSE**

The purpose of this policy is to ensure that there are no conflicts of interest in regard to the use of School District funds.

**II. GENERAL STATEMENT OF POLICY**

All employees and those associated with the School District must adhere to the following guidelines with respect to potential conflicts of interest:

- A. Employees shall disclose to their respective budget supervisor or business office any potential conflict of interest of which they are aware related to the purchase of equipment, materials, or goods and services prior to the execution of the purchase request. Written disclosure must accompany the requisition to the purchasing department.
- B. Except in very unusual circumstances, the School District will not purchase equipment, materials, goods, or services from an employee, a member of the employee's immediate family, or from a business in which an employee or a member of the employee's immediate family has an ownership interest of ten percent or more. If an exception is necessary, the authorizer must provide a written disclosure of the transaction to the business office for review.
- C. District employees must decline personal gifts or gratuities associated with the procurement process.
- D. Members of the school board shall comply with Policy 210 regarding conflict of interest issues.

*Legal References:*

*Cross References:*