

2012 CONFLICT OF INTEREST CODE
BIENNIAL REVIEW REPLY FORM

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2012 OCT 24 PM 3 22

Contact Person: Jarom M. Luedtke Telephone Number (562)858-8454 THOMAS J. WATSON

Name of Agency: Advanced Institute for Learning CLERK OF THE BOARD
OF SUPERVISORS

Mailing Address 5253 5th St. Fallbrook, CA 92028

This agency has reviewed its conflict of interest code and has determined that:

Amendments are necessary: (Attach Amended Code)
(Check all that applies)

Include new positions (including consultants) which must be designated

Revise the titles of existing positions

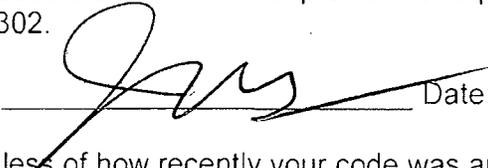
Delete titles of positions that have been abolished

Delete positions that manage public investments

Revise disclosure categories

Other _____

No amendments are necessary. Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer:  Date: 10/22/12

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2012 to:**

Clerk of the Board of Supervisors
(Conflict of Interest Code)
1600 Pacific Highway, Room 402
San Diego, CA 92101

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: <u>12/4/12</u>	Minute Order No <u>20</u>
By: <u>Alexis Vincano</u>	Date: <u>12/4/12</u>
Deputy Clerk of the Board Supervisors	

ADVANCED INSTITUTE FOR LEARNING

2012 OCT 24 PM 3 22

CONFLICT OF INTEREST CODE

THOMAS J. [REDACTED]
CLERK OF THE BOARD
OF SUPERVISORS

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Advanced Institute for Learning, the nonprofit public benefit corporation operating RAI Online Charter School, hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members, candidates for member of the governing board, and all other designated employees of the Advanced Institute for Learning as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of the Advanced Institute for Learning, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Advanced Institute for Learning. All Statements shall be supplied by the Advanced Institute for Learning. All completed Statements shall be filed with the Advanced Institute for Learning. The Advanced Institute for Learning shall appoint a filing officer who shall make and retain a copy of each Statement and forward the original to the applicable County Board of Supervisors. Should the Advanced Institute for Learning operate in multiple counties,

this Code and all Statements shall be filed with, and in accordance with regulations of, the Fair Political Practices Commission ("FPPC").

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Advanced Institute for Learning decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Executive Director, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Advanced Institute for Learning bylaws.

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).
 - A. Members of the Board of Directors and their alternates (if applicable)
 - B. Candidates for Member of the Board
 - C. Corporate Officers (e.g., President, Chief Financial Officer, Secretary, etc.)
 - D. Executive Director
 - E. Director
 - F. Consultants¹

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B."
 - A. Contractor

¹ The Charter School Executive Director may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Charter School Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the school districts where the Advanced Institute for Learning's charter schools operate, or (2) within two miles of the boundaries of the districts, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the relevant school districts.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include the interests described in Category 1.

AGENDA

Regular Meeting of the Board of Directors

ADVANCED INSTITUTE FOR LEARNING (A California Non-Profit Public Benefit Corporation)

NOTICE: RAI provides regional meeting location(s) using telecommunication technologies in addition to the location of physical meeting in Rainbow. The locations of the teleconference locations are listed below.

Teleconference Locations: (1) 14830 W. Antelope Drive, Sun City West, AZ 85375

Visitors can also attend meetings by phone teleconference at the above locations. Please contact Jarom Luedtke at (760) 451-8228 if you like information on the teleconference meetings of the Board of Directors or how to access meeting online.

ADDRESSING THE BOARD: If a member of the public wishes to speak to an item at the time that the item comes up for a vote, please indicate that on the sign-in sheet and you will be given an opportunity to speak prior to the action being taken. In order to assure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board are requested, prior to the meeting, to submit to the Secretary of the Board their name and the agenda item which they would like to address. Public comments not on the agenda item will be held at the conclusion of the business meeting.

In accordance with the American Disabilities Act, if accommodations are required, please call the President's office 72 hours in advance at 760.451.8223 and every effort will be made to accommodate your request.

A. CALL TO ORDER

- (1) The Board of Directors of this corporation will hold its meeting at the time, on the day, and at the place set forth as follows:

Time: 6:30 PM

Date: 8/14/2012

Place: RAI Administrative Offices – Board Room (5253 5th Street, Rainbow, CA 92028)

B. DIRECTORS PRESENT

- (1) The following directors, constituting a quorum of the Board, were present at the meeting:

Member Name	Term of Office	Attendance			
Darlene Clark	07/01/10-06/30/12	<input type="checkbox"/>	Present	<input type="checkbox"/>	Absent
Sandy Castellano	07/01/10-06/30/12	<input type="checkbox"/>	Present	<input type="checkbox"/>	Absent
Maureen O'Brien	03/01/11-06/30/14	<input type="checkbox"/>	Present	<input type="checkbox"/>	Absent
Paul A. Cartas	07/01/10-06/30/12	<input type="checkbox"/>	Present	<input type="checkbox"/>	Absent

- (1) Flag Salute
(2) Approval of the Order of Agenda

C. REPORTS & INFORMATIONAL ITEMS

- (1) Director Report: The Director will report on the status of charter timely issues related to RAI Online Charter Schools and the Advanced Institute for Learning including the start of the new school year.
- (2) Site Principal Report: The site principal will report on timely topics including enrollment, monthly attendance report, and upcoming events at RAI Online Charter School.
- (3) Board Member Reports: Some Board members may have timely topics of interest or informational items to share that were not available at the time of posting.
- (4) Council of Master Teachers: Minutes of the Council of Master Teachers for August 14, 2012.

D. CONSENT AGENDA ITEMS

The purpose of the approval of the consent items in one consolidated motion is to expedite action on routine agenda items. Unless taken out of the consolidated motion for discussion and action, all agenda items in this section will be approved as written as part of the Consent Agenda Items. Items designated or held for discussion will be acted upon individually. Any member of the audience who wishes to hold and speak to an agenda item should sign in at the beginning of the meeting and indicate that they wish to speak to an item in the section.

- (1) MINUTES: Minutes of the special meeting of the Board of Directors of Advanced Institute for Learning of June 26, 2012.
- (2) CHECK REGISTER LISTING: Bank Listings for the Advanced Institute for Learning for June and July 2012.
- (3) WELLS FARGO DEBIT CARD LISTING: Debit Card Listing for May and June 2012
- (4) UNAUDITED ACTUALS: Approval of the 2011-2012 Unaudited Actuals
- (5) ENROLLMENT REPORT: Annual Attendance Report
- (6) CONAPP: Approval of Consolidated Application for Funding (CONAPP) Part I for 2012-2013

E. ACTION/DISCUSSION ITEMS

- (1) ANNUAL EVALUATION REPORT: Report on the progress towards Board outcomes and STAR Testing Reporting for 2012.
- (2) CONFLICT OF INTEREST: Biennial Review of Conflict of Interest Code
- (3) OUTCOME POLICIES: Review of Board Policy on Outcomes BP 3.00, 3.01, 3.02, 3.03, 3.04, 3.05, 3.06

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

G. CLOSED SESSION

- (1) Action to Appoint, Employ, Dismiss, Accept the Resignation of, or Otherwise Affect the Employment Status of a Public Employee

H. RESUMPTION OF OPEN SESSION: ACTION/DISCUSSION ITEMS

- (1) PUBLIC NOTICE: Action Taken in Closed Session

I. FUTURE AGENDA ITEMS

- (1) VSD-AIL Board Meeting Presentation
- (2) Changing Staff Pay Periods from 12-month to 11-month
- (3) Board Member Vacancy
- (4) Professional Development for Teachers (Online)
- (5) September Meeting Regular Meeting Agenda Items
 - a. Annual Monitoring Report from Executive Director: EP 4.10 Strategic Plan
 - b. Annual LEA Plan Update
 - c. Review BP 1.00 Global Governance Process
 - d. Marketing Plan

J. ADJOURNMENT

COUNTY OF SAN DIEGO
2012 CONFLICT OF INTEREST CODE BOARD OF SUPERVISORS
BIENNIAL REVIEW REPLY FORM

2012 OCT 23 AM 10 50

THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

Contact Person: Jarom M. Luedtke Telephone Number (562)858-8454

Name of Agency: Advanced Institute for Learning

Mailing Address 5253 5th St. Fallbrook, CA 92028

This agency has reviewed its conflict of interest code and has determined that:

Amendments are necessary: (Attach Amended Code)
(Check all that applies)

Include new positions (including consultants) which must be designated

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