

**ANCHORAGE SCHOOL DISTRICT**  
**Conflict Of Interest**  
**Application Procedures and Administrative Action**

**A. Instructions for Disclosure Statement and for Request for Waiver Applications:**

1. Carefully review the following sections of Anchorage School District Board Policy which deal with *Conflict of Interest*: 540, 725.4 (all subsections) and *Code of Ethics*: 930-980 as well as Anchorage Municipal Code – Chapter 1.15, *Code of Ethics*.
2. **Disclosure** statements must be filed when a spouse or immediate family member wishes to do business with the Anchorage School District or the Municipality of Anchorage. Before an actual bid, proposal or quote is made, a “Notice of Intent to Respond to Public Solicitation” form must be filed with the Municipal Clerk.

The disclosure must include:

- a copy of your “**job description**” for the position you hold in the District
  - an explanation of the work to be performed/description of goods or services to be provided and the relationship, if any, the employee has to the work to be performed/goods or services to be provided
  - written confirmation of preventive measure that will be utilized manage any potential conflict of interest
3. **Request for Waiver (Form A)** application must be filed when an ASD employee / Board Member has a financial interest and/or management control in a company that wishes to do business with the Anchorage School District. Please note the **Request for Waiver must be notarized**. When an ASD employee / Board Member has a financial interest and/or management control in a company that wishes to do business with the Municipality of Anchorage, he/she must file a “Notification and Disclosure of Present Economic Interest” form with the Municipal Clerk’s Office. A request for waiver **must include** a copy of your “**job description**” for the position you hold in the District.
  4. **Request for Waiver (Form B)** application must be filed when an ASD employee wishes to continue to tutor a student in his/her classroom and/or an ASD Board Member /Employee wishes to sell or receive royalties on books or other materials he/she has authored. Please note the **Request for Waiver must be notarized and must include** a copy of your “**job description**” for the position you hold in the District.
    - a. Applicants are cautioned that no work or sale associated with the apparent conflict of interest should be undertaken until the waiver (Form A or B) has been approved for the current fiscal year (July 1 – June 30) by the School Board or the Superintendent or his/her designee.
  5. **Reporting of Contemporaneous Employment and Gifts**– Guidelines are discussed in sections 930 and 960 of ASD Board Policy as well as in Anchorage Municipal Code – Chapter 1.15, *Code of Ethics*.

**B. Administrative Action:**

1. The Director of Purchasing will review the *request for waiver* documents and, if deemed appropriate, forward the request for waiver to the Superintendent or the appropriate division head for approval. In those cases requiring School Board approval, a School Board memorandum will be prepared and forwarded to the School Board for action.
2. Once the School Board or the Superintendent or his/her designee has approved or disapproved the *request for waiver*, the Director of Purchasing will return a copy to the applicant.
3. The Director of Purchasing will forward *disclosure* statements to the Municipal Ethics Board as required.
4. *Disclosures* and *requests for waivers* expire on June 30 of each school year. All applicants desiring to renew a waiver or disclosure should do so by resubmitting paperwork at the beginning of the new fiscal year (after July 1).

**Note Anchorage School District Policy Section 725.44.c:**

*“Renews the disclosure for the next fiscal year, if work of any kind is intended to be performed.”*

**Note Anchorage School Board Policy Section 725.452.c:**

*“Granted waivers expire on the last day of the fiscal year in which they are granted. If the employee wishes to submit a bid, proposal, or quotation on a School District contract in any year after his/her waiver has expired, he/she must request and be granted a new waiver for each new fiscal year before he/she may submit such a bid, proposal, or quotation.”*

## **Pertinent Sections of ASD Board Policy Regarding "Conflict of Interest"**

### *From "Certificated and Other Professional Personnel Policies"*

#### **540 Publications**

No employee may receive royalties on books or materials of which that employee is the author and which may have been sold for use in the school system during that employee's tenure of office in the organization unless permission has been officially granted by the Board.

Employees who wish to sell or receive royalties on books or materials sold to the School District for use in the school system for which the employee is the author, shall apply for a Conflict Of Interest Waiver in accordance with the provisions found in Section 725.43 - 725.45.

Waivers granted under this provision will be for the entire fiscal year.

If the Conflict Of Interest condition continues into a subsequent fiscal year, a new Request for Waiver shall be filed at the beginning of that fiscal year.

*(Section 540 - Revised June 22, 1998)*

*(Section 541 became part of Policy Section 900 - September 22, 2008)*

### *From "Business and Non-Instructional Operations Policies"*

#### **725.4 Conflict of Interest**

##### **725.41 Inapplicability to Collective Bargaining Agreements**

As used in this Policy 725.4, the word "contract" does not include a collective bargaining agreement.

##### **725.42 Prohibited Acts**

- a. No Board member or District employee may take any action in their official capacity to influence the District's selection of any bid or proposal, or the District's conduct of business, in any matter in which he or she has a substantial financial or private interest.
- b. A Board member shall disclose any financial or private interest in any decision before the Board before comment, debate, or vote on the matter. The Board member may not participate in the debate or vote until a determination is made that a financial or private interest is or is not substantial as defined by Municipal Code. The Board shall follow the procedures of the Municipal Code in acting upon and resolving a member's disclosure of financial or private interest. No Board member or employee shall testify before the Board, any legislative body or any municipal board or commission without first disclosing their financial or private interest in the subject of the testimony.
- c. No Board member or employee may disclose confidential information obtained in the performance of his or her official duties unless authorized or required by law or Board policy to do so, or use that information to advance the Board member or employee's financial or private interest or the financial or private interests of others.
- d. A Board member or employee may not engage in business or accept employment with, or render services for, an organization or individual outside the District where that activity is incompatible or in conflict with the Board member or employee's duties, or will impair availability, productivity, or independence of judgment in performing his or her duties.

##### **725.43 Disclosure and Waiver of Conflict of Interest**

## **Pertinent Sections of ASD Board Policy Regarding “Conflict of Interest”**

- a. No Board member or employee shall knowingly engage in any act in conflict with the performance of the Board member or employee’s official duties.
- b. No Board member, employee, or a member of their household, shall acquire, directly or indirectly, an economic interest in a District or municipal contract, or engage in business with the District or the municipality, unless the contract is competitively solicited and other requirements of Section 725 of Board Policy and section 1.15 of the Anchorage Municipal Code are met.
- c. The following acts and circumstances shall not be deemed to be in conflict with the performance of official duties if, at the earliest opportunity after having acquired such knowledge, the Board member or employee files a disclosure pursuant to [725.44](#) or requests and obtains a waiver pursuant to Board Policy [725.45](#):
  1. Such person owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that submits a bid, proposal or quotation to the District or attempts to enter or enters into a contract with the District;
  2. Such person has any significant financial interest in any sale, lease or rental to the District of any service or property and such person has knowledge that the District intends to purchase, lease or rent the property or service;
  3. Such person wishes to sell or receive royalties on books or materials sold to the District for use in the school system for which the employee is the author;
  4. Such person is an employee who has been providing private services to a child who transfers to a new school or class or advances to a higher grade and the child becomes a student in the class being taught/aided by his/her service provider.

### **725.44 Disclosure**

A Board member or District employee is required to comply with Board Policies and the Municipal Ethics Code by disclosing conflicts of interest. At the earliest opportunity after having acquired knowledge that the board member, employee, or an immediate family member intends to do business with the District or the Municipality of Anchorage, the Board member or employee must do the following:

- a. Disclose the conflict of interest in writing to the Superintendent or his/her designee and the Municipal Ethics Board prior to award of a contract to the business entity;
- b. Disqualify himself/herself from participating in any decision by the District to recommend award of or to award a contract to the business entity; and
- c. Renew the disclosure for the next fiscal year, if work of any kind is intended to be performed.

### **725.45 Waiver for Board Members and Employees**

#### **725.451 Board Members:**

- a. A Board member must submit the request for waiver in a notarized statement to the Superintendent or his/her designee on the prescribed form. The statement must fully disclose the conflict of interest, and include the nature, type, and extent of the Board member’s financial or private interest in the intended transactions. A Board member’s waiver must be granted by the Board in compliance with the procedures of Section 1.15 of the

## Pertinent Sections of ASD Board Policy Regarding "Conflict of Interest"

Municipal Ethics Code. Granted waivers expire on the last day of the fiscal year in which they are granted. If the Board member wishes to continue the activity which requires the waiver into the next fiscal year, a new waiver must be applied for and must be granted by the Board.

- b. A Board member or a member of his or her household may not acquire an economic interest in a District or municipal contract unless the contract is competitively solicited and the requirements of the Municipal Ethics Code are followed. A board member desiring to submit a bid or proposal for such a contract must submit a request for waiver to the Superintendent and file a notice of intent to respond to a public solicitation with the municipal clerk. The Board member may not influence the award and may take no action with respect to the development of the solicitation, award, or administration of the contract. No waiver may be granted unless: 1) the Superintendent or designee confirms in writing that no conflict exists or the potential for conflict has been managed; and 2) the person or Board, as applicable, responsible for awarding the contract determines the integrity of the public solicitation process is not adversely affected by the award.

### 725.452 Employees:

- a. Waivers may be granted in certain situations. However, no waiver may be granted for an employee, or his or her household member, to acquire an economic interest in a District or municipal contract unless that contract is competitively solicited and all other requirements of Board policy and the Municipal Ethics Code are met. The following District employees may request a waiver from the acts identified in Board Policy [725.43 .a - .c](#), 930.3 (formerly [539.1.a - .c](#)) and [540](#).:
  1. A part-time employee.
  2. A full-time employee who wishes to submit a bid, proposal, or quotation for a contract for the providing of goods or services which are outside the area of that employee's trade or profession and which would not interfere with the performance of that employee's job.
  3. A full-time employee who wishes to submit a bid, proposal, or quotation or a contract to be performed at a time other than during a period of employment (for example, summertime work by a certified employee).
  4. A part-time or full-time employee who wishes to sell or receive royalties on books or materials sold to the District for use in the school system for which the employee is the author.
- b. The employee must submit the request for waiver in a notarized statement to the Superintendent or his/her designee on the form prescribed by the Administration. The statement must fully disclose the conflict of interest and include the nature, type and extent of the employee's financial or private interest in the intended transactions.
- c. If the employee wishes to submit a bid or proposal where the employee would acquire an economic interest in a competitively solicited District or municipal contract, the requirements of AMC 1.15 must be followed. The employee must submit a request for waiver to the Superintendent or designee and file a notice of intent to respond to a public solicitation with the municipal clerk. A waiver may not be granted, and a contract award may not be made, if:
  1. the employee or a member of his or her immediate family works for the department awarding or administering the contract;
  2. the employee or a member of his or her immediate family would, in the performance of official duties, take any action with respect to the solicitation, award, or administration of the contract;
  3. the employee in fact or appearance attempts to influence the award.

## **Pertinent Sections of ASD Board Policy Regarding “Conflict of Interest”**

- d. Absent (1) - (3) immediately above, a waiver may be granted if: 1: the employee’s administrative supervisor and the designated ethics officer each confirm in writing that no conflict exists or the potential for conflict has been managed: and 2) the purchasing officer responsible for procurement confirms in writing that the integrity of the public solicitation process is not adversely affected.
- e. The waiver must be granted by the Board ([Board Policy 540 - Publications](#)) or by the Superintendent or his/her designee before the employee may submit a bid, proposal or quotation for any District or municipal contract for which the waiver is requested. Granted waivers expire on the last day of the fiscal year in which they are granted. If the employee wishes to submit a bid, proposal or quotation on a District or municipal contract in any year after his/her waiver has expired, he/she must request and be granted a new waiver for each new fiscal year before he/she may submit such a bid, proposal or quotation.

### **725.46 Contract Voidable**

Any contract awarded by the District shall be voidable at the option of the District if any Board member or employee had any conflict of interest described in Board Policy [725.42](#) at the time of the award of the contract.

*(Sections 725.4 - 725.46 Revised January 26, 2009)*

### **725.47 Complaints Regarding Conduct**

- a. Written complaint regarding alleged violations of any provision of Board Policy [725.4](#) shall be filed with the Superintendent who shall forward such complaints to the Board or to the Municipal Ethics Board.
- b. If the complaint is filed with the Superintendent and if the Board decides the allegations are serious enough to warrant an investigation, the Board shall appoint a committee to investigate the alleged violations or the Board may refer the complaint to the Municipal Ethics Board if the complaint appears to involve a violation of the Municipal Ethics Code. If the complaint is to be investigated by a committee appointed by the Board, this committee shall be composed of one Board member, one member of the administration and three members of the public. The committee shall have the authority to conduct a formal hearing on the matter, with the same power to administer oaths and affirmations, examine witnesses and compel attendance of persons and production of documents, papers, books, accounts, letters and records by subpoena which the Board itself would have. Any person who appears before the committee and gives evidence shall have the right to be represented by counsel. Any person against whom a complaint has been made may demand and shall be entitled to a hearing which is open to the public. If the complaint is investigated by the Municipal Ethics Board, the procedures followed shall be those procedures adopted and followed by the Municipal Ethics Board.

### **725.48 Sanctions**

- a. If the committee appointed under Board Policy [725.47, subparagraph b.](#), determines that any appointed District officer or employee has violated any provision of this section, the committee shall deliver a copy of its written decision to the Superintendent, the Board and the affected officer or employee, together with the committee's recommendation for disciplinary action. A violation of this section shall be grounds for suspension, discharge or such other disciplinary action as the Superintendent shall determine.
- b. If the committee determines that a Board member has violated this section, the Board may take such action as it is empowered to do by law, including but not limited to, public censure.

## **Pertinent Sections of ASD Board Policy Regarding “Conflict of Interest”**

- c. If a complaint is investigated by the Municipal Ethics Board, the Ethics Board, upon completion of its investigation, shall make recommendations to the Board pursuant to [AMC Section 1.15.150](#).

### *From “Code of Ethics”*

#### **930 Contemporaneous Service**

##### **930.1 Guidelines for Contemporaneous Service**

- a. It is the intent of the Board that employees may engage in outside activities to the full extent permitted by law so long as the activities are not incompatible or in conflict with the proper performance of the employee’s duties and the policies of the Anchorage School District.
- b. Employees shall not engage in activities related to contemporaneous service or employment during scheduled work hours. Outside activities of employees shall not have a material negative impact on the learning environment

##### **930.2 Reporting of Contemporaneous Service**

- a. Regular employees, who have or intend to have contemporaneous service or employment, including self-employment, must report that service or employment pursuant to the procedures adopted by the Superintendent or designee. Regular employees for purposes of this policy are defined as non-temporary employees and long-term substitutes. However, the following need not be reported unless there is a potential that the contemporaneous service or employment may violate any other provision of this policy.
  1. Service or employments that is in a profession, skill, or trade different from any profession, skill or trade the employee performs as part of his or her job duties for the District.
  2. Service or employment that is performed entirely outside of the employee’s scheduled work year.
- b. In reporting contemporaneous service, the employee may describe, or the superintendent or designee may note any conditions or precautions reasonably necessary to avoid actual conflict of interest between the contemporaneous employment and District service. If the superintendent or designee concludes that actual conflict cannot reasonably be voided, the employee shall not engage in the contemporaneous employment.
- c. Any employee covered by these policies who is engaged in contemporaneous employment that is excluded from routine disclosure under this section, must nevertheless report contemporaneous employment that has a potential for actual conflict of interest under these policies.
- d. Regardless of whether the service or employment is reported, employees are still subject to 930.1 and the Anchorage Municipal Code of Ethics.

##### **930.3 Private Services to Students (formerly 539.1 Tutoring)**

Employees and coaches may not provide services for compensation to a pupil who is under the individual’s direct supervision or for whom the individual provides services in the individual’s official capacity. This restriction does not apply to tutoring provided as part of state-approved Supplemental Educational Services of other District or state-authorized tutoring programs. However, in no case may an employee recruit the employee’s own pupil or athlete for services or participation in a program for which the employee receives compensation. No employee may charge a pupil a fee for any service rendered the pupil on the premises, or for any service connected with the school system.

## **Pertinent Sections of ASD Board Policy Regarding “Conflict of Interest”**

- a. On those occasions where a teacher has been tutoring a child who transfers to a new school or class or advances to a higher grade and the child becomes a student in the class being taught by his/her tutor, a request for waiver may be applied for by the teacher in accordance with the request for waiver provisions found in Board Policy.
- b. In the event of a transfer of either a student or employee that creates a conflict that otherwise would not have existed, the employee may apply for a conflict of interest waiver in accordance with the request for waiver provision found in section 725.43.
- c. A waiver under (a) or (b) above shall be granted only if the service provided is compatible with the proper discharge of the employee’s duties and will not adversely affect the employee’s independence of judgment in performing his or her duties.
- d. The status of all waiver requests under this provision will be reported to the School Board quarterly. Waivers granted under this provision will be for the entire school year, subject to revocation by the Superintendent or designee if it is determined that the private service has not been compatible with the employee’s professional duties.
- e. If the Conflict of Interest condition continues into a subsequent school year, a new Request for Waiver shall be filed at the beginning of that school year.
- f. A teacher does not need to request a waiver to provide tutoring services as part of state-approved Supplemental Education Services or a District or state-authorized tutoring program.

### **940 Municipal and District Contracts**

A District employee shall not participate in an official action in which the employee or a member of the employee’s immediate family has a substantial financial or private interest. Employees who obtain or intend to obtain an interest in a contract with the Municipality of Anchorage or the District, or where a member of the employee’s household obtains or intends to obtain such an interest, must comply with the provisions of the Anchorage Municipal Code of Ethics.

### **950 Restrictions on Use of District Resources**

Employees shall not use facilities, equipment, data, or supplies of the District or Municipality to support an employee’s personal endeavors, including contemporaneous service or employment, except to the extent the general public has the same access to use.

### **960 Gifts**

Employees are governed by the provisions of the Anchorage Municipal Code of Ethics concerning the receipt and disclosure of gifts. An employee may not solicit or accept a gift that benefits the employee’s personal or economic interest if it can be reasonably inferred that the gift is intended to influence the employee’s independence of judgment in the exercise of official duties. Where the Ethics Code requires that a gift be reported, the report must be filed with the employee’s designated supervisor and with the Municipal Clerk within 10 working days of receipt. Where the 10 day time period includes summer, winter, or spring break, the report must be filed within 10 days, excluding Saturday, Sunday, and state or national holidays.

### **970 Political Activity**

Employees are governed by the provisions of the Anchorage Municipal Code of Ethics. To the extent permitted by the Ethics Code and other applicable restrictions, employees are encouraged to be informed participants in political, civic, and community activities as positive role models for District Students.



## **Pertinent Sections of ASD Board Policy Regarding "Conflict of Interest"**

Employees are encouraged to participate actively in community life to an extent consistent with their professional obligations. Students are also encouraged to participate in community activities as appropriate.

Employees are encouraged to accept invitations to appear at community organizations as observers and speakers.

### **971 Political Action Privileges (formerly 539.5)**

- a. While District staff members are generally prohibited from engaging in partisan or religious activity in the work place during regular work hours and while on official duty, they are entitled to express their personal views or opinions on political, religious and other matters, providing this expression does not interfere with the rights of others, cause disruption in the work place, or extend into areas utilized by students. (ASD Policy 841.11) Policies and procedures regarding the posting of materials in work place locations shall be followed. (ASD Policy 264.4)
- b. Every staff member in the District shall have the unabridged right - as do other citizens in the community - to be associated as a candidate, supporter or worker, with any legally recognized political party or with any group of citizens engaged in political activity designed to modify, improve, or enhance the educational, social or economic welfare of the community, including School Board elections and school revenue issues. The same rights may be exercised by the employee associations representing employees in individual schools or in the school system.

In pursuing these rights, no employee may engage in any act prohibited by the Municipal Ethics Code (AMC Section 1.15.025(I)). Including the following:

1. using their position over another employee to encourage or discourage a campaign contribution, endorsement, or other support for a political candidate;
  2. engaging in campaigning, political endorsement, or campaign fundraising while on duty;
  3. suggesting, expressly or by implication, that they are acting in their professional capacity, are representing the District, or have District endorsement while engaging in political activity during non-work hours;
  4. using their official position to discourage or inhibit others from exercising their voting rights:  
or
  5. using or depicting District property or facilities in a manner unavailable to the public.
- c. A District employee elected to the School Board or to a state or federal government position shall immediately resign from district employment.
  - d. Work as an independent contractor through a competitive solicitation by the District is not considered District employment for the purposes of this section. In all cases, though, there must be compliance with the disclosure and reporting requirements of the Municipal Ethics Code and Board policies.
  - e. It is expected that the exercise of such rights as detailed above will not adversely affect the ability of teachers to carry out the tasks for which they are employed. It shall be the function of the Superintendent to develop procedures concerning the implementation of this policy including any details concerning the use of school property (such as auditoriums) for political activities.

### **980 Soliciting, Selling or Collecting (formerly 539.2 and 671)**



## **Pertinent Sections of ASD Board Policy Regarding "Conflict of Interest"**

No employee may use the name or reputation of a school, the District, or its employees in a way that suggests District endorsement in order to solicit, sell or collect money or items for personal benefit or profit. No employee shall solicit or sell any product, entertainment, or service during school hours when such solicitation or sale involves personal benefit or profit unrelated to the employee's professional duties. No employee may sell to students any goods or equipment of any kind for profit. No supervisor may use an employee to solicit, sell or collect money or items for that supervisor's personal gain.

ANCHORAGE SCHOOL DISTRICT, PURCHASING WAREHOUSE DEPARTMENT  
 4919 Van Buren Street, Anchorage, Alaska 99517-3137  
 Phone: (907) 742-8621

**DISCLOSURE BY BOARD MEMBER OR DISTRICT EMPLOYEE  
 TO AVOID CONFLICT OF INTEREST**  
 Where Spouse or Immediate Family Member(s)<sup>1</sup> wishes to do Business with the School District  
 School Board Policy Sections 725.43 and 725.44 (a), (b), and (c) (Form C)

Date Submitted: \_\_\_\_\_ Position: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ School/Dept.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of business and address in which bid, proposal, or quotation will be submitted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Phone Number: \_\_\_\_\_  
**Alaska Business License number:** \_\_\_\_\_

Name of Individual	Relations to Employee	Title or Position in Business	Percent of Financial Interest in Business

The goods or services sought to be provided include goods and services obtained through a free and open competitive process; or are exempt from competition under School Board Policy Section 725.13; or the price of said goods or services are below the dollar threshold established by the Administration for requiring competitive bids. Employee will also disqualify themselves from participating in any decision by the District to recommend award of or to award a contract to the business entity. **Description of goods or services sought to be provided:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have read and understand the provisions of Board Policy Section 725.4 Conflict of Interest and Municipal Ethics Code AMC Section 1.15.010-.250 in their entirety. A copy of this disclosure will be forwarded by the District to the Municipal Clerk in accordance with AMC Section 1.15.210.

\_\_\_\_\_  
 Signature of Employee \_\_\_\_\_  
 Date

\*Date Disclosure Expires: \_\_\_\_\_

\*In accordance with School Board Policy Section 725.452(c), disclosures expire on the June 30 of the year of the disclosure and must be renewed, if work of any kind is intended to be performed in the next calendar year.

<sup>1</sup> Anchorage Municipal Code 1.15.030 "Immediate Family" of a person means anyone related to that person by blood, marriage, or adoption or who lives in that person's household.

ANCHORAGE SCHOOL DISTRICT, PURCHASING WAREHOUSE DEPARTMENT  
4919 Van Buren Street, Anchorage, Alaska 99517-3137  
Phone: (907) 742-8621

REQUEST FOR WAIVER – Form A  
From Anchorage School Board Conflict of Interest Policies 725.43 and 725.45

Date Submitted: \_\_\_\_\_ Position: \_\_\_\_\_

Applicant: \_\_\_\_\_ School/Dept.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Check one:  Part-Time Employee (15 hrs/wk or less)     Full-Time Employee (More than 15 hrs/wk)     Other Specify: \_\_\_\_\_

I request a waiver from the School Board's Conflict of Interest Policy so that I may submit a competitive bid, proposal, or quotation to provide the following goods or services to the School District, which is not in conflict with my job responsibilities, as defined in School Board Policy Section 725.43. Describe nature, type, and extent of goods or services to be provided or nature of work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of business and address in which bid, proposal, or quotation will be submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone Number:

\_\_\_\_\_

Type of Business:     Sole Proprietor     Partnership     Corporation

**Alaska Business License number:**

\_\_\_\_\_

Applicant's interest or position in business:

\_\_\_\_\_

Percentage of Financial Interest:

\_\_\_\_\_

If a full-time employee, I understand that this waiver, if granted, will allow me to submit a competitive bid, proposal, or quotation ONLY:

1. to provide goods or services which are outside the area of my trade or profession and which are not the same as used in my regular job; and/or, if related to my trade or profession, provided to the School District through a competitively obtained contract open to the general public; or is goods or services exempt from competition; or is for goods or services exempt from competition under School Board Policy Section 725.13; or the price of said goods or services is below the dollar threshold established by the Administration for requiring competitive bids.
2. if employed by the District only during the school year (example: teacher), to provide goods and services during summer months only in which I would not be allowed to participate in the decision to award the contract nor have any influence on such a decision.



ANCHORAGE SCHOOL DISTRICT, PURCHASING WAREHOUSE DEPARTMENT  
4919 Van Buren Street, Anchorage, Alaska 99517-3137  
Phone: (907) 742-8621

REQUEST FOR WAIVER – Form B  
From Anchorage School Board Conflict of Interest Policies 930.3 and/or 540

Date Submitted: \_\_\_\_\_ Position: \_\_\_\_\_

Applicant: \_\_\_\_\_ School/Dept.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Check one: \_\_\_\_\_ Part-Time Employee (15 hrs/wk or less)      \_\_\_\_\_ Full-Time Employee (More than 15 hrs/wk)      \_\_\_\_\_ Other Specify: \_\_\_\_\_

- I request a waiver in accordance with the School Board's Conflict of Interest Policy so that I may TUTOR a student in my classroom at \_\_\_\_\_ School (Board Policy 930.3).
- I request a waiver in accordance with the School Board's Conflict of Interest Policy so that I may sell or receive royalties on books or other materials for which I am the author (Board Policy Section 540).

**Alaska Business License number:** \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read and understand the provisions of Board Policy Sections 930.3, 540, and 725.43 and the Municipal Ethics Code AMC Section 1.15.010-.250 in their entirety.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

ANCHORAGE SCHOOL DISTRICT, PURCHASING/WAREHOUSE DEPARTMENT

REQUEST FOR WAIVER  
(Form B continued)

STATE OF ALASKA )  
THIRD JUDICIAL DISTRICT )  
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for Alaska

My Commission Expires: \_\_\_\_\_

(This part of form to be filled out by the Anchorage School District)

**Waiver Request per School Board Policy Section 930.3 or 725.45**

Waiver Request: \_\_\_\_\_ Granted \_\_\_\_\_ Denied \*Date Waiver Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

**Waiver Request per School Board Policy Section 540 or 725.45**

Waiver Request: \_\_\_\_\_ Granted \_\_\_\_\_ Denied \*Date Waiver Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Board President

\_\_\_\_\_  
Date

\*In accordance with School Board Policy Sections 930.3, 540 and 725.452(c), waivers expire on the June 30 of the year granted and must be renewed, if work or service is intended to be performed in the next calendar year.