

## **DISTRICT SCHOOL BOARD OF PASCO COUNTY FEE-BASED CAMPS PROCEDURES**

Florida Statute 1112.313(7) Code of Ethics for Employees – Conflicting employment or contractual relationship prohibits public employees from entering into a ...*contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties...* Such a contractual relationship creates conflicts of interest for employees.

On June 4, 2010, the State of Florida Commission on Ethics was asked the question: *Would a prohibited conflict of interest exist were a teacher to offer a summer art camp, for pay and on school grounds, to students assigned to her classes?* On June 9, 2010, the question was answered in the affirmative, yes. The Commission on Ethics made this ruling even though the teacher offered to rent the space from the District to conduct the camp, the camp was open to children who did not attend that school, and the class was for enrichment not remediation. (*State of Florida Commission on Ethics Meeting in Public Session; Conflict of Interest Teacher Offering Summer Art Camp to Students in Her Classes; June 4, 2010*)

The District School Board of Pasco County has adopted conflict of interest policies for all District personnel including administrative, instructional, noninstructional/nonbargaining, and school related personnel (*School Board Policies 1129, 3129, 4129, and 6460*). These policies provide general guidelines regarding the issue of conflict of interest that are applicable to fee-based camps. Employees who violate these policies and procedures will be subject to discipline (*School Board Policies 1120, 3120, and 4120*).

**Fee-based camps must be for the benefit of our students. These policies and procedures apply to all camps, including those operated after school and during the summer.**

### **School-Sponsored Fee-Based Camps**

All staff supported fee-based camps are to be school-sponsored. The previous category of staff-sponsored fee-based camps will no longer be available, and employees may not offer camps as sole proprietors or vendors while employed by the District. This requirement includes fee-based summer camps supported by 10-month employees. School Internal Accounts will be financially responsible for ALL School-Sponsored Fee-Based Camps. (This includes booster clubs, parent organizations, student clubs/activities/sports, and any other internal activity.)

The hosting school coordinates processes such as the collection of fees, payment of expenditures, and payroll processes in compliance with District's Internal Accounts Procedures Manual. Payment of staff who support fee-based camps shall not exceed the regular hourly rate of pay for the job performed, regardless of the funding source for the camp. Non-regular employees, including substitutes or coaches, shall not be paid more than the hourly rate of pay for a newly hired employee for the job performed unless special circumstances exist and are explained on the camp application. Volunteers who assist staff with fee-based camps must complete the volunteer

background check and receive approval from Communications and Government Relations Department Volunteer Programs prior to contact with students.

In order for fee-based camps to be approved, a School-Sponsored Fee-Supported Program Proposal form and a Budget form must be completed and submitted to the appropriate Area Superintendent at least eight weeks prior to the start of the camp. Submitting incomplete documents may delay the process. After approval at the level, these forms will be routed to other departments for departmental review and approval based on the needs of the camp. The camp is not approved until the school principal receives a returned copy of the proposal with all required signatures. School-sponsored fee-based camps are not to be advertised prior to approval.

### **Vendor-Sponsored Programs**

Vendors seeking to sponsor fee-based camps must complete the District School Board of Pasco County vendor approval process. Fee-based camps offered by support organizations with outside bank accounts, such as booster clubs or parent organizations, are to be vendor-sponsored. Following are the steps required for vendor approval, and the process requires at least eight weeks to complete. Submitting incomplete documents may delay the process. Each step requires approval prior to proceeding to the next step:

- Complete the Use of Facilities form that is available on the district website. Use of Facilities fees may be waived for support organizations at the discretion of the Superintendent's staff and approval by the Board.

**In the event that a vendor employs a District School Board of Pasco County employee, the vendor must insure that services to eligible students are restricted to employees who do not provide services to those students during the regular school day, any time during the most recent school year or any time during the coming school year. Employees, who are dually employed, may not use any District resources to the benefit of the vendor nor promote or endorse any one vendor. In order to avoid a possible conflict of interest, it is the vendor's responsibility to notify the Purchasing Department of any official or employee of the District School Board of Pasco County that has a material financial interest, five percent or more, with their company.**

In accordance with Florida Statute 1012.32(2)(a), vendors must ensure that anyone who will be at school when students are present or who has direct contact with students has been fingerprinted and approved by the Human Resources Department prior to the time they begin working with students. The cost of fingerprinting shall be borne by the vendor. Vendor-sponsored programs are not to be advertised prior to approval.

Any non DSBPC group or organization requesting to use a DSBPC facility to hold their camp or clinic must complete a Use of Facilities application and follow all Use of Facilities procedures and guidelines. A current Certificate of Liability Insurance must be submitted with the Use of Facilities request. Individuals or Community organizations making a request to use schools or District facilities should assume the applicable fees listed on the DSBPC lease application will be assessed.

If you have any questions regarding the areas:

**School-Sponsored Fee-Based Camps** – Contact Jamie Williams x42285 or a Bookkeeping Coordinator

**Vendor-Sponsored Programs** – Review the Use of Facilities website, [http://www.pasco.k12.fl.us/purchasing/use\\_of\\_facilities](http://www.pasco.k12.fl.us/purchasing/use_of_facilities).