

**Audubon Center of the North Woods (ACNW)**

Charter School Division  
Conflict of Interest Policy  
As of 5/25/2016

As an authorizer, ACNW functions only to monitor and oversee authorized schools, to assure compliance with law, and to support the establishment and success of innovative public charter schools. Therefore, ACNW shall not enter into the following types of contracts with any schools it authorizes:

- Financial management
- Administration
- Accounting or auditing services
- Lease of space

All individuals involved in any aspect of charter school oversight and decision-making at ACNW, including Charter School Division staff, contracted evaluators, ACNW's Executive Director, members of the Charter School Committee, and members of ACNW's Board of Directors, with any actual, potential, or perceived conflict of interest with any authorized charter school or charter school applicant (new or transfer) shall disclose the same. Individuals must review, sign, and date this policy document when first contracted/hired/seated, annually, and upon any change of their personal status or the status of ACNW's portfolio (i.e., receipt of a new or transfer school notice of intent to apply for ACNW authorization).

Any individual with a conflict of interest is prohibited from participating in any aspect of charter school oversight or engage in any deliberation or decision-making involving an authorized charter school or a charter school applicant in which the individual has a conflict of interest.

ACNW shall at all times endeavor to undertake all its actions exclusively in furtherance of its authorizing mission without any of its actions resulting in any impermissible benefit. ACNW shall make informed, objective, and merit-based decisions in all aspects of charter school oversight.

At all times, ACNW shall comply with conflict of interest expectations set forth in Minnesota Statutes Chapter 124E and other laws.

<b>Disclosure:</b>	
<b>Name (Printed):</b>	<b>Role with ACNW:</b>
<b>Signature:</b>	<b>Date:</b>

<b>Reviewed by:</b>	<b>Date:</b>
<b>Determination:</b>	