



CONFLICT MANAGEMENT

Building Trust

Inside and Out

LOCAL TEXTBOOK SELECTION COMMITTEES

PRELIMINARY CONFLICT ANALYSIS: Before you begin participating on a selection committee, please answer the questions below to determine whether you have any potentially conflicting interests. Thank you!

FIRST NAME:	LAST NAME:	EMPLOYEE ID#:
SCHOOL OR OFFICE:	ADDRESS:	
PHONE:	EMAIL:	EDUCATION SERVICE CENTER:

Potentially Conflicting Interests	Yes	No
1. Are you or any member of your family (including co-habitants) a current or former employee, consultant, contractor or board member of an entity that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your spouse works for a textbook publishing company.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you or any member of your family (including co-habitants) own – directly or indirectly – a financial interest (including stock, stock options, or other securities) in any business entity that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your child owns stock in a company that produces instructional materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. During the past 12 months, have you or any member of your family (including co-habitants) received or been promised any salary, royalties, consulting fees, honoraria, gifts or loans from any person or entity (including any subsidiary, parent organization, or other affiliate) that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities and dates. Include additional pages, if necessary. Example: You have served as a contributor, editor, author or other consultant for an instructional materials company.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you identify any other personal or professional affiliation you have that could create an actual or apparent conflict with your responsibilities for LAUSD's selection committee? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your co-habitant is the board president for a non-profit that lobbies LAUSD officials on curriculum and instruction.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you understand that leading up to and <i>throughout</i> your service on LAUSD's committee that you or any member of your family (including co-habitants) may not have any economic interest in any entity that is under consideration by LAUSD in the instructional arena? As a general rule, an economic interest is any interest that is distinguishable from an effect on the general public.	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the information I have provided in this form is accurate to the best of my knowledge for the date I have signed, and I commit to providing an updated form whenever there is a material change to this information.

Signature

LAUSD Title

Date

Form 700 Alert: Please remember that under California law if you participate on the selection committee you must complete a Statement of Economic Interests (Form 700) within 30 days of beginning participation on the committee. **Do not submit Conflict Management Forms or Form 700s to the Ethics Office – keep at school-site.**

Administrator to Keep at Site
with Adoption Materials
DO NOT SEND TO ETHICS OFFICE