



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**Policies, Procedures & Corresponding Resources**

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**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 001  
CONFLICT-OF-INTEREST CODE**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority (MDRCOP)**.

Individuals holding designated positions shall file their statements with the MDRCOP, which will make the statements available for public inspection and reproduction. MDRCOP shall retain original statements for the Executive Board Members, Executive Board Alternates and the Executive Director (Government Code Section 81008).

**The Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**CONFLICT-OF-INTEREST CODE**

**APPENDIX A**

**DESIGNATED POSITION**

**DISCLOSURE CATEGORY**

Executive Board Members	I
Executive Board Alternates	I
Director	I
Legal Counsel	I
Consultants/New Positions*	I

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\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations: The Director may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s/new position’s duties and, based on that description, a statement of the extent of the disclosure requirements. The Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008).

**The Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**CONFLICT-OF-INTEREST CODE**

**APPENDIX B**

**DISCLOSURE CATEGORIES**

**Category I**

Designated employees in this category shall disclose all sources of income (including gifts, loans, and travel payments), investments and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type purchased or utilized by the MDRCOP, as well as business entities which manufacture, distribute, supply or install computer hardware or software or provide software consulting or development services of the type purchased or utilized by the MDRCOP.

**Category II**

Designated employees in this category shall disclose all sources of income (including gifts, loans and travel payments), investments and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type purchased or utilized by MDRCOP, as well as business entities which manufacture, distribute, supply or install computer hardware or software or provide software consulting or development services of the type purchased or utilized by the designated position's Department.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 002  
HOLD HARMLESS BETWEEN DISTRICTS**

Each party to this policy shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense, including attorneys' fees and witness fees, arising from, or in connection with, or caused by, any act, failure to act, or negligence of such indemnifying party, to the extent limited in accordance with the laws of the state of California. This indemnification shall not be limited in any way, by any limitation on the amount or type of damages or compensation payable to, or for, the indemnifying party under workers' compensation, disability benefits, or other employee benefit acts.

Each party to this agreement shall assume the risk of any liability arising from its own conduct, including the conduct of its students at JPA-sponsored events, to the extent permitted by the laws of the state of California.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 003  
JPA LISTED AS ADDITIONALLY INSURED BY MEMBER DISTRICTS**

Each member district of the Mountain Desert Regional Career and Occupational Pathways JPA shall list the JPA as additionally insured on their respective liability insurance policies. This coverage shall be in place for all JPA events including, but not limited to, field trips, student seminars, teacher externships, student internships, and other events where the JPA is a sponsor, participant, or otherwise involved agency.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 004  
GOVERNING BOARD MEMBER ALTERNATE REPRESENTATIVE/PROXY  
DELEGATION**

The Mountain Desert Regional Career and Occupational Pathways Governing Board shall consist of the Superintendents representing each member district of the JPA, as well as the San Bernardino County Superintendent. Each Superintendent shall count as a single member of the Governing Board. Each member of the Governing Board shall have one vote. Each member of the Governing Board may designate in writing an alternate representative, including, but not limited to, another member of the Governing Board (“proxy”) or Assistant Superintendent (“proxy”), if the Superintendent is unable to attend a meeting. The designated alternate representative or designee shall have the full authority of the designating Superintendent for the purpose of decision-making. Such a designation must be received by the Board Chair prior to the commencement of a scheduled meeting of the Governing Board, and shall be valid only for that meeting. The majority of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**GOVERNING BOARD MEMBER ALTERNATE REPRESENTATIVE/PROXY  
DELEGATION**

The Mountain Desert Regional Career and Occupational Pathways Governing Board shall consist of the Superintendents representing each member district of the JPA, as well as the San Bernardino County Superintendent. Each Superintendent shall count as a single member of the Governing Board. Each member of the Governing Board shall have one vote. Each member of the Governing Board may designate in writing an alternate representative, including, but not limited to, another member of the Governing Board (“proxy”) or Assistant Superintendent (“proxy”), if the Superintendent is unable to attend a meeting. The designated alternate representative or designee shall have the full authority of the designating Superintendent for the purpose of decision-making. Such a designation must be received by the Board Chair prior to the commencement of a scheduled meeting of the Governing Board, and shall be valid only for that meeting. The majority of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.

\_\_\_\_\_  
Superintendent (type or print name)

\_\_\_\_\_  
Member District Representing (type or print)

Designates: \_\_\_\_\_  
Alternate (type or print name) Member District Representing

As alternate/proxy for the meeting on: \_\_\_\_\_  
Date of Meeting (type or print)

\_\_\_\_\_  
Superintendent/Governing Board Chair's Signature

\_\_\_\_\_  
Date





**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 005  
DIRECTOR PURCHASE AUTHORITY LIMIT POLICY**

The Mountain Desert Regional Career and Occupational Pathways (MDRCOP) Governing Board authorizes the MDRCOP Director to purchase supplies, materials, apparatus, equipment and services up to \$4,999.99 without prior authorization of the Governing Board.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 006  
USE OF STUDENTS IN PHOTOS AND VIDEO FOR JPA MEMBER-GENERATED  
CONTENT**

Photos and video footage of students add significantly to the communication value of the **Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority (MDRCOP)** and associated publications, news releases and web sites. It is the MDRCOP's desire to share the accomplishments, skills, and recognition earned by students with the broader community. This effort is strongly aided by the use of photos or video footage showing students involved in their Career Technical Education (CTE) activities.

**Photos & Video**

Photographs and video footage of students at member districts and/or names of students at member districts may be used in MDRCOP-produced materials, including printed publications, video productions, and web-based content, provided that the district the student attends has the permission to do so in their own publications, productions and content according to that member district's guidelines.

If parents or guardians do not wish photographs or videos of their student(s) to be used in these materials, they should follow their district's guidelines to opt-out of photo/video use.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**BOARD POLICY 007  
USE OF STUDENTS IN PHOTOS AND VIDEO FOR JPA STAFF-GENERATED  
CONTENT**

Photos and video footage of students add significantly to the communication value of the **Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority (MDRCOP)** and associated publications, news releases and web sites. It is the MDRCOP's desire to share the accomplishments, skills, and recognition earned by students with the broader community. This effort is strongly aided by the use of photos or video footage showing students involved in their Career Technical Education (CTE) activities.

**Photos & Video**

Photographs and video footage of students at member districts and/or names of students at member districts may be generated by MDRCOP staff at MDRCOP events and used in MDRCOP-produced materials, including printed publications, video productions, and web-based content, provided that a completed release form has been submitted to MDRCOP staff. This form shall be completely voluntary and will not exclude participation at MDRCOP events.



**Mountain Desert Regional Career and Occupational Pathways  
Joint Powers Authority**

**PUPIL PUBLICITY AUTHORIZATION AND RELEASE**

Dear Parent/Guardian:

The Mountain Desert Regional Career and Occupational Pathways (MDCP) JPA requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program.

Your authorization will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of Career Technical Education programs through the use of mass media, displays, brochures, websites, etc.

**1. Name of Pupil (please print):** \_\_\_\_\_

**2. Birthdate (please print):** \_\_\_\_\_

**3. Name of Parent if pupil under 18 years old (please print):** \_\_\_\_\_

a.) I, as a parent or guardian of the above named pupil or as the above named pupil of age 18 or older, fully authorize and grant the MDCP and its authorized representatives, the right to photograph, record, edit, and print as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.

b.) I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.

c.) I understand and agree that the MDCP and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.

d.) I understand and agree that the MDCP and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.

e.) I hereby release and hold harmless the MDCP and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

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**MY SIGNATURE SHOWS THAT I HAVE READ AND UNDERSTAND THE RELEASE AND I AGREE TO ACCEPT ITS PROVISIONS.**

**4. Signature of Student** \_\_\_\_\_

**5. Date Signed** \_\_\_\_\_

**6. Parent/Guardian (if pupil under 18)** \_\_\_\_\_

**7. Date Signed** \_\_\_\_\_

**8. Address (Number, Street, Apartment Number)** \_\_\_\_\_

**9. City** \_\_\_\_\_

**8. State** \_\_\_\_\_

**10. Zip Code** \_\_\_\_\_

**10. Telephone** \_\_\_\_\_

**Granting of permission is voluntary. Please return completed form to MDCP.**