

**WASBO
Facilities Management
Conference**

Ethics

2020

1

What does "Ethics" really mean?

Definitions:

- Moral principles that govern a person's behavior or the conducting of an activity.
- "Ethical dilemma" A situation in which a difficult choice has to be made between two courses of action, either of which entails transgressing a moral principle.

2

Today's Discussion

- We are seeking only to discuss Ethics as applied in the professional, public school setting, not one's personal, religious, or private life.
- We also recognize that when discussing Ethics as applied to one's professional life, it is important to use a high level of discretion when sharing.
- Please be very thoughtful about what you share in this setting

3

WASBO Code of Ethics

Professional School Business Officials shall:

- Adhere to local, state and national laws
- Accept responsibility for mastering, contributing to and sharing in the growth of specialized knowledge, concepts, and skills which are necessary to perform their duties

4

School District Staff and Vendors

- School district employees are public employees required to abide by a strict code of ethics. Ethics codes generally prohibit officials from accepting:
 - Items or services of substantial value.
 - Anything of value that could reasonably be expected to influence the official's vote.
 - Anything of value that could reasonably be considered a reward for official action.
- A local public official may accept meals, refreshments and the like without charge that are provided, sponsored, and/or sanctioned **by the conference organizer.**

5

Ethics and Code of Conduct



As required by 2 Code of Federal Regulations parts 2 CFR §200.318 (a) – (c) of General procurement standards.

- (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

6



Quotes

- **"The most important persuasion tool you have in your entire arsenal is integrity."** - Zig Ziglar
- **"Integrity is doing the right thing, even if nobody is watching."** - Author Unknown
- **"Live so that when your children think of fairness and integrity, they think of you."** - H. Jackson Brown, Jr., American Author

7



Vendor Relationships

During a conference, you strike up a great conversation with a new vendor for services in your District. You decide to break off the long-term relationship with your current vendor for these services because you're convinced it's a "better deal." You notify your incumbent vendor of your decision via email.

Is there anything wrong with this?

8



Vendor Relationships

A vendor that you haven't used in the past offers to submit a matching grant application on your behalf. This grant is for \$250,000 in LED lighting upgrades. Since the vendor is submitting on your behalf, they would like to be guaranteed the installation work.

Do you accept their proposal?

9

Vendor Relationships

The foundation that works closely with your school district holds a golf outing; your Superintendent asks you to solicit your vendors for donations. These donations range from \$150 for hole sponsorships to \$5,000 for larger sponsorships.

What do you do?

What if your contract with a vendor is about to expire?

What if they are willing to be a main sponsor if you renew your contract with them?

10

Vendor Relationships

You are at the Midwest Facilities Conference with your business manager. While going through the Exhibit Hall, your Business Manger "loads up" on marketing giveaways at each booth. Later in the day, they let you know there is a dinner invitation with a long-time vendor of the District and are wondering if you would like to go along.

What do you do?

11

Vendor Relationships

At what level do you accept items or experiences from vendors?

Does it make a difference if they are a current, prospective, or former vendor in relationship to you?

Is there anything that could go wrong with this?

How do you engage with and evaluate competing vendors?

12

Staff Scenarios

A long-term employee has been accused of stealing items throughout their building. During your investigation, it seems as though other employees are covering for the accused employee. The only item that you are able to, without a doubt, find that they took is an old filing cabinet. This filing cabinet hasn't been used in years and has no value to the District.

How do you proceed?

13

Staff Scenarios

One of your support staff wants to leave to pick up their child from school and bring them to a babysitter during the work-day in-lieu of taking a lunch. This is a daily occurrence.

The others in the office think it is unfair.

How do you respond?

14

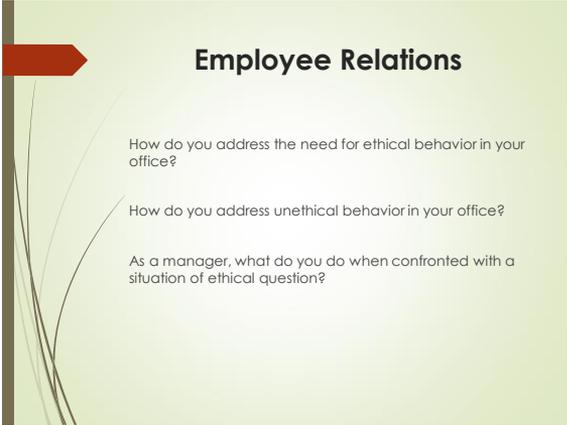
Staff Scenarios

One of your staff members comes to you stating that he feels that another staff member in the office is gossiping about them and it's been "going on since they've starting working here."

What steps do you take?

How do you respond?

15



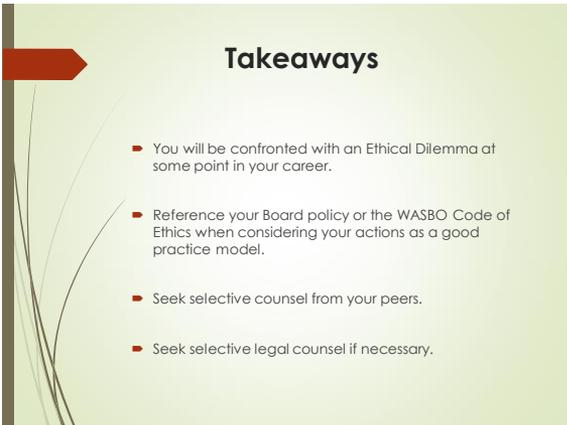
Employee Relations

How do you address the need for ethical behavior in your office?

How do you address unethical behavior in your office?

As a manager, what do you do when confronted with a situation of ethical question?

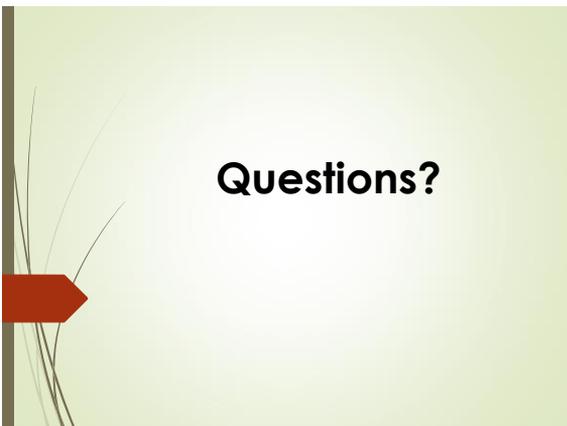
16



Takeaways

- You will be confronted with an Ethical Dilemma at some point in your career.
- Reference your Board policy or the WASBO Code of Ethics when considering your actions as a good practice model.
- Seek selective counsel from your peers.
- Seek selective legal counsel if necessary.

17



Questions?

18
