

## NC Pre-Kindergarten Program

### Site Selection Sub-Committee Conflict of Interest Statement

The goal of using a non-conflicted NC Pre-K Site Selection Sub-Committee is to (1) recommend eligible sites for child placements to participate in the NC Pre-Kindergarten (NC Pre-K) Program, and (2) advise the local NC Pre-K Committee as they work with the contract administrative agency to fulfill contractual site selection obligations. The slate of choices that are recommended by the Site Selection Sub-Committee should reflect geographic and demographic diversity provided in public and private early education settings. The final selection of sites is determined by the local NC Pre-K Committee.

As NC Pre-K Committees make decisions about appropriate membership on the local Site Selection Sub-Committee, the following principles (1-8 below) should be used to guide decisions. The local Site Selection Sub-Committee must consist of three or more members and may be a “Non-Conflicted” subset of the current NC Pre-K Committee. It is important to avoid any conflict of interest as well as a perception of conflict of interest. If the NC Pre-K Contract Administrative agency or organization is a private non-profit agency, a Conflict of Interest policy has already been submitted to the Division of Child Development and Early Education as part of the contracting process. Best practices include:

1. It is the duty of every Site Selection Sub-Committee member to avoid both conflicts of interest and appearances of conflict of interest. As part of the selection process for membership on the Site Selection Sub-Committee, potential members should be asked to disclose any conflicts of interest.
2. Each member must sign a statement attesting to the level and degree of a potential conflict of interest or perception of a conflict of interest. Statements must be maintained as part of the meeting minutes.
3. Meetings may begin with the following question: Does any Sub-Committee member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Sub-Committee today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved. Minutes must reflect any identified conflict of interest.
4. Individuals who may benefit directly or indirectly from decisions made by the Site Selection Sub-Committee may participate in discussions and offer input but should abstain from voting when the site involved is under consideration.
5. Members should not solicit or accept gifts, entertainment, favors, or other items of more than nominal monetary value from anyone representing an NC Pre-K program site or site applicant. Current NC Pre-K contract templates specify this prohibition from offering or accepting gifts.
6. Members should not use their position on the Sub-Committee, the NC Pre-K program name, or any property belonging to the NC Pre-K program for private profit or benefit.
7. There should be members of the Sub-Committee that represent various stakeholders in the community as well as subject matter experts in the field of child development and early education. Members may include representatives from the local business community, Health Department, Child Care Resource & Referral Agency, County Department of Social Services, 2- and 4-year colleges/universities and/or other community volunteers. Members may *not* include current or applying providers (public or private) or their representatives.

***I have reviewed the Conflict of Interest Statement above and I agree to adhere to all of the items listed.***

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NC Pre-K Site Selection Sub-Committee Member

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Date