

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy BAF
Responsible Office: BOARD OF EDUCATION

ETHICS AND CONFLICT OF INTEREST

A. PURPOSE

To identify, by position and/or title, the individuals required to complete, on an annual basis, the financial disclosure statements required by Section 6 of the Board of Education of Anne Arundel County Ethics Policy (Policy BAF) and, further, to indicate which form, respectively, each must complete.

B. BACKGROUND

Pursuant to Policy BAF, the Board of Education of Anne Arundel County Ethics Panel has approved the use of two financial disclosure forms, to be filed annually no later than April 30 of each year for the preceding calendar year, under oath or affirmation. The longer form shall hereafter be known as Financial Disclosure Form A and the shorter form shall hereafter be known as Financial Disclosure Form B (both of which are appended hereto).

C. PROCEDURES

The following officials and employees are required to file the Financial Disclosure Form, as indicated, on or before April 30 of each year during which the individual holds office or is employed:

1. Financial Disclosure Form A is to be filed by:
 - a. Board of Education Members;
 - b. Superintendent of Schools;
 - c. Superintendent of Schools' Executive Team;
 - d. Supervisor of Purchasing;
 - e. Director of Financial Operations;
 - f. Supervisor of Finance;
 - g. Director of Partnerships, Development, and Marketing; and
 - h. Director of Legal Services.
2. Financial Disclosure Form B is to be filed by:

- a. Principals, Assistant Principals, and other certificated administrative and supervisory employees, including the Coordinator of Environmental and Outdoor Education;
- b. All members of the Superintendent’s Senior Staff who are not required to submit Financial Disclosure Form A; and
- c. Any official or employee who has responsibility for preparing, approving, or auditing, or who has the authority to commit the school system to rent, purchase, or lease any of the following items with an aggregate value of \$100,000 in any fiscal year:
 - i. Personal services contracts;
 - ii. Specifications for materials, supplies or equipment; and
 - iii. Requests for proposals or bids.
- d. Any official or employee who, acting alone or as an employee of the Board of Education or the Administration, having decision-making authority or acting as a principle advisor to a person with that authority, in making school system or school board policy or exercising quasi-judicial regulatory, licensing, inspecting, or auditing functions.

Regulation History: *Developed by Superintendent 03/04/13*
 Issued 6/8/16
Note Previous Regulation: 03/04/13