

# FERNDALE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ETHICS LAW REQUIREMENTS

ADOPTED: FEBRUARY 20, 1991

REVISED: JANUARY 17, 2007

## 010. ETHICS LAW REQUIREMENTS

The Board recognizes the need for Board Members, Administrators and Supervisors to meet the requirements of the Public Official and Employee Ethics Law, Act 170 of 1978 as amended by Act 9 of 1989.

Therefore, the Board has developed procedures to ensure that all individuals required to file the necessary Statement of Financial Interest, do so.

On or before the regularly scheduled March Board Meeting, the Superintendent shall distribute Statement of Financial Interest Forms to all individuals required to file the necessary forms.

Individuals subject to this Policy are:

- a. All current Board Members
- b. A Board Member who leaves the Board on the expiration of his/her term.
- c. All employees and officers required to file (currently the Superintendent, High School Principal, Assistant High School Principal, Elementary Principal, Business Manager, and Food Service Director).

Each individual required to file the necessary Statement of Financial Interest shall sign a "receipt form" prepared by the Business Manager.

On or before April 1st of each Calendar Year, the Board Secretary shall send, with proof of mailing, a letter to each individual who has not filed the necessary Statement of Financial Interest with the Local School District's Administrative Office.

If all necessary Statement of Financial Interest are not filed as required by the State Ethics Act, the Board Secretary shall notify the Board President and the Ethics Commission of the names of individuals who have not filed their forms with the District's Administrative Office.

Furthermore, the Board shall enter into the Minutes the information that the Ethics Commission has been notified.

Ultimately, the Board feels that it is the individual's responsibility to file his/her Statement of Financial Interest Form.