

**POLICY 1.10**

4-B I recommend the Board adopt the proposed new Policy 1.10, to be entitled "Disclosure Requirements for School Board Members and Certain Employees and Advisory-Committee Members"

Adoption

**PROPOSED NEW POLICY 1.10**

**DISCLOSURE REQUIREMENTS FOR SCHOOL BOARD MEMBERS AND CERTAIN  
EMPLOYEES AND ADVISORY-COMMITTEE MEMBERS**

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7 1. School board members, certain employees, and certain advisory committee members  
8 (including school advisory council ("SAC") members wherever advisory committees are  
9 mentioned herein) shall file all applicable initial, annual, quarterly, occasional, and  
10 final disclosure forms as required by the Code of Ethics for Public Officers and  
11 Employees (Chapter 112, Part III, Fla. Stat.), the requirements of which are interpreted  
12 as follows.

13  
14 2. Initial, Annual and Final Disclosures

15  
16 a. CE Form 1, Statement of Financial Interests

17  
18 i. The following persons are required to file Form 1 annually by July 1 with  
19 the County Supervisor of Elections:

20  
21 1). Superintendent of schools, and

22  
23 2). Director of purchasing and any other employee with purchasing/  
24 spending authority exceeding fifteen thousand dollars (\$15,000)  
25 (i.e., the authority to sign a contract or purchase order, not just a  
26 requisition, committing the expenditure of public funds  
27 exceeding fifteen thousand dollars (\$15,000)).

28  
29 ii. An initial statement of financial interests must be filed with the County  
30 Supervisor of Elections within thirty (30) days of appointment.

31  
32 iii. The director of employee records and information services/designee  
33 shall distribute Form 1 to applicable personnel within a reasonable time  
34 upon their appointment and shall notify such personnel that Form 1  
35 must be filed within thirty (30) days of the appointment.

36  
37 iv. It shall be the responsibility of the director of employee records and  
38 information services/designee to prepare annually a list of officers and  
39 employees subject to filing Form 1, and this list shall be transmitted to  
40 the Florida Commission on Ethics.

41  
42 b. CE Form 1F, Final Statement of Financial Interests

43  
44 i. Within sixty (60) days of leaving the applicable position, those subject  
45 to filing Form 1 must file Form 1F unless they take another position,  
46 within those sixty (60) days, which requires filing Form 1 or Form 6.  
47

48 ii. The director of employee records and information services/designee  
49 shall be responsible for notifying applicable personnel that Form 1F must  
50 be filed within sixty (60) days of leaving the applicable position and  
51 shall supply Form 1F to such personnel upon the employee's departure  
52 from the applicable office or employment.

53  
54 c. CE Form 6, Full and Public Financial Disclosure

55  
56 School board members must annually file this form with the Florida  
57 Commission on Ethics by July 1.

58  
59 d. CE Form 6F, Final Full and Public Financial Disclosure

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61 Within sixty (60) days of leaving office, school board members must file Form  
62 6F with the Florida Commission on Ethics unless taking another position within  
63 those sixty (60) days which also require filing Form 6.

64  
65 e. CE Form 6X, Amended Full and Public Financial Disclosure

66  
67 This form is used to correct mistakes on a previously filed Form 6.

68  
69 f. CE Form 10, Annual Disclosure of Gifts from Governmental Entities and Direct  
70 Support Organizations and Honorarium-Event Related Expenses

71  
72 Persons subject to filing Form 1 or Form 6 shall file this form by July 1 of each  
73 year, but only if reportable gifts or expense was received.

74  
75 3. Quarterly Disclosures

76  
77 a. CE Form 2, Quarterly Client Disclosure

78  
79 i. Persons subject to filing Form 1 or Form 6 must file this form quarterly,  
80 by March 31, June 30, September 30, and December 31, for the  
81 preceding quarter (but only if there is something to report). It is used to  
82 disclose the names of clients represented for compensation by the local  
83 officer or a partner or associate before agencies at the same level of  
84 government as the officer serves.

85  
86 ii. School board members file this form with the Florida Commission on  
87 Ethics; all others file this form with the County Supervisor of Elections.

88  
89 b. CE Form 9, Quarterly Gift Disclosure

90  
91 Persons subject to filing Form 1 or Form 6 are required to file this form with the  
92 Florida Commission on Ethics quarterly by March 31, June 30, September 30,  
93 and December 31, for the previous calendar quarter in which a reportable gift  
94 was received.

95  
96 c. CE Form 30, Donor's Quarterly Gift Disclosure  
97

98 Any officer or employee who is paid to lobby any government agency or the  
99 legislature must file this form by the last day of each calendar quarter, for the  
100 previous calendar quarter, if a reportable gift was made to a reporting individual  
101 or procurement employee in that previous quarter. Except for gifts to reporting  
102 individuals of the legislative branch, the disclosure is filed with the Florida  
103 Commission on Ethics. For gifts to reporting individuals of the legislative  
104 branch, a separate form is filed with the Florida Division of Legislative  
105 Information Services.  
106

107 4. Occasional Forms  
108

109 a. CE Form 3A, Statement of Interest in Competitive Bid for Public Business  
110

111 School board members, advisory committee members, or district employees  
112 shall file this form with the County Supervisor of Elections before, or at the time  
113 of, submitting a bid for public business which otherwise would violate  
114 §§ 112.313(3) or 112.313(7), F.S.  
115

116 b. CE Form 4A, Disclosure of Business Transaction, Relationship, or Interest  
117

118 School board members, advisory committee members, and employees shall file  
119 this form with the clerk of the school board to obtain an exemption from  
120 restrictions on certain business transactions, relationships, or interests which  
121 otherwise would violate §§ 112.313(3) or 112.313(7), F.S.  
122

123 c. CE Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other  
124 Local Public Officers  
125

126 School board members shall file this form with the clerk of the school board,  
127 and advisory committee members file this form with the person responsible for  
128 recording the minutes of the meeting, when they must abstain from voting due  
129 to a conflict of interest.  
130

131 d. CE Form 20, Executive Branch Lobbyist Registration  
132

133 This form is to be filed with the Florida Commission on Ethics by persons who  
134 lobby any executive-branch agency for the school board or district.  
135

136 e. CE Form 20-R, Executive Branch Lobbyist Renewal  
137

138 This form is to be filed annually with the Florida Commission on Ethics to  
139 renew the previously filed Form 20 lobbyist registration.  
140

141 f. CE Form 22, Executive Branch Lobbying Expenditure Report

142  
143 This form is to be filed semiannually with the Florida Commission on Ethics by  
144 persons registered as paid lobbyists who represent the school board or school  
145 district. The filing deadlines are no later than forty-five (45) days after the end  
146 of each reporting period and will include the expenditures for the period from  
147 January 1 through June 30, and July 1 through December 31, respectively.  
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150 STATUTORY AUTHORITY: §§ 230.22(2); 230.23(11); 230.23(22); 230.23005(6), Fla.  
151 Stat.

152  
153 LAWS IMPLEMENTED: Fla. Const., Art II, § 8; §§ 112.313(12); 112.343(3)(a);  
154 112.343(4); 112.3144(5); 112.3144(6); 112.3145(2)-(4);  
155 112.3145(9); 112.3148(5)(b); 112.3148(6)(d);  
156 112.3148(8); 112.3149(6); 112.3215(3); 112.3215(5);  
157 230.23(13), Fla. Stat.  
158

159 ADMINISTRATIVE CODE

160 SUPPLEMENTED: 34-7.010; 34-8.002; 34.8.003, Fla. Admin. Code

161 HISTORY: / /2002

162 Legal Signoff

Legal Signoff

Policy Development Notice

Policy Adoption Notice



Estimated Cost Form