

**DISCLOSURE STATEMENT REQUIRED FOR SUPERINTENDENT**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23

The Superintendent, as a condition to assuming employment, files a disclosure statement of their personal interests and other information required on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council pursuant to Code of Virginia § 2.2-3117. The disclosure statement is filed on or before the day the Superintendent assumes employment for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the Superintendent assumes employment. However, if the Superintendent assumes employment in January, the Superintendent files a disclosure form on or before February 1 for the preceding year complete through December 31. Completed forms are filed and maintained as public records for five years in the office of the Clerk of the Alexandria City School Board. After the initial disclosure, the Superintendent must file this statement annually on or before February 1. The Superintendent promptly informs the Board Chair of any changes in personal interests and/or other information that require disclosure with the next filing.

Adopted: July 6, 2000

Amended: April 4, 2002

Amended: February 5, 2009

Affirmed: October 15, 2015

Amended: April 6, 2017

Legal Ref.: Code of Virginia 1950, as amended, §§ 2.2-3115, 2.2-3117, 2.2-3118.2

**DISCLOSURE STATEMENT REQUIRED FOR SUPERINTENDENT**

The ~~Division~~ Superintendent ~~shall~~, as a condition to assuming employment, files a disclosure statement of ~~his or her~~ their personal interests and other information required on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council pursuant to Code of Virginia § 2.2-3117. The disclosure statement is filed on or before the day the Superintendent assumes employment for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the Superintendent assumes employment. However, if the Superintendent assumes employment in January, the Superintendent files a disclosure form on or before February 1 for the preceding year complete through December 31. Completed forms ~~shall be~~ filed and maintained as public records for five years in the office of the Clerk of the Alexandria City School Board. After the initial disclosure, the Superintendent must file this statement annually on or before January 15/February 1. The Superintendent promptly informs the Board Chair of any changes in personal interests and/or other information that require disclosure with the next filing.

Adopted: July 6, 2000  
Amended: April 4, 2002  
Amended: February 5, 2009  
Affirmed: October 15, 2015  
Amended: April 6, 2017

Legal Ref.: Code of Virginia 1950, as amended, §§ 2.2-3115, 2.2-3117, 2.2-3118.2

**Commented [1]:** What is considered personal interests?

**Commented [2R1]:** I had the same question. Is it referring to conflicts of interest?

**Commented [3R1]:** Its typically considered situations where someone could benefit from a decision ACPS makes. That might be financial (businesses the Supt or a family member owns, stocks owned, etc.). So yes, the purpose is to ensure there aren't any conflicts of interest.

**Commented [4]:** Per Code of Virginia § 2.2-3118.2

**Commented [5]:** Should we include something about who can access this information via FOIA, how they would request access, and who determines if access should be provided? I ask because this issue came up recently.

**Commented [6R5]:** Per our discussion at the Equity Team meeting everything is FOIAble unless its protected, and we probably don't want to get into listing if the records mentioned in each policy are or are not protected under FOIA.

**Commented [MS7]:** Added at the request of the SB Policy Subcommittee