

COTTER PUBLIC SCHOOL

P.O. BOX 70 · COTTER, ARKANSAS 72626

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Elementary Principal
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Superintendent
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High School Principal
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NOTIFICATION LETTER

Dear Board Members, Administrators, and Employees:

A.C.A. §6-24-101 et. seq. requires full open disclosure and approval before a school district board member, administrator or employee may enter into contracts or other transactions with the school district where he/she serves or is employed.

A.C.A. §6-24-101 et. seq. does not apply to reimbursements paid for proper work-related expenses. However, in the case of hiring family members of administrators and/or board members, the district must meet all requirements set forth in A.C.A. §6-24-101 et. seq.

A.C.A. §6-24-101 et. seq. applies when the board member, administrator, or school employee is "financially interested" or "directly interested" in the transaction. "Financially interested" means ownership or more than 5% interest; holding a position of officer, director, trustee, partner, or top level management; and/or the employee's compensation is based in whole or in part on transactions with the public education entity. For board members and administrators, restrictions may also apply to family members. "Directly interested" means receiving compensation or other benefits personally or to a business or other entity in which the individual has a financial interest or receives other benefits.

Therefore, board members, administrators and employees of this district have an affirmative obligation under A.C.A. §6-24-101 et. seq. to disclose relationships with vendors before the district enters into the contract or before services are performed. Disclosure is to be made to the superintendent of the district. Forms for this purpose will be provided by the district.

All transactions involving the purchase, lease, acquisition, or other use of computers, software, copiers or other electronic devices from family members of an employee responsible for establishing specifications or approving purchases of such equipment shall be approved according to the requirements of Arkansas law regarding the purchase from an employee with a direct interest in the transaction.

A.C.A. §6-24-101 et. seq. requires proper disclosure and approval of the transaction at an open board meeting. In certain instances, approval by the Commissioner of the Department of Education is required.

“HOME OF THE WARRIORS”

Therefore, every district board member, administrator or employee will be required to disclose any potential vendor relationship by completing a disclosure form provided by the district. Failure to fully disclose could result in criminal charges being brought against the board member, administrator or employee. A copy of A.C.A. 86-24-101 et. seq. is available in the central office if you wish to review it. The law may also be viewed at www.arkleg.state.ar.us.

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: _____

Name of Person Disclosing Transaction: _____

Note: Fully complete this form and return to the administration office.

NO TRANSACTION OR SERVICE MAY BE RENDERED UNTIL THIS FORM HAS BEEN COMPLETED AND APPROVED. Act 1599 of 2001 requires FULL and COMPLETE DISCLOSURE of transactions with public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE pertinent information relating to a transaction could result in criminal felony charges.

I am a (an) **Board Member** **Administrator** **Employee** of the public educational entity.

Mailing Address City State Zip

Home Telephone: _____ Work Telephone: _____

Nature of transaction subject to disclosure and approval: _____

Estimated dollar amount of transactions with public educational entity for ENTIRE school year: _____

Check ONE: I have a financial interest in the transaction with the public educational entity.
A family member has a financial interest in the transaction with the public educational entity.
BOTH a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

Justification for Approval (State reason why **you believe** the transactions are in the **best interest of the public educational entity**: state the unusual circumstances involved.)

Check here if Emergency Transaction as defined by Section 9 of Act 1599 of 2001
PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION OR DOCUMENTS YOU BELIEVE ARE
NECESSARY FOR A FULL,
COMPLETE, AND ACCURATE DISCLOSURE OF THE FACTS AND CIRCUMSTANCES OF THE
TRANSACTIONS.

SIGNATURE: _____ DATE: _____

Sincerely,

Jayne Jones Superintendent

Please sign below and return to the Central Office to acknowledge receipt of this notification.

Board Member, Administrator, or Employee

Date