

ST. MARY’S COUNTY PUBLIC SCHOOLS
ETHICS PANEL
23160 Moakley Street | P.O. Box 641 | Leonardtown, MD 20650

FINANCIAL DISCLOSURE STATEMENT FORM A

Reporting Period: Calendar Year 20____ – January 1, 20_____ through December 31, 20_____

or

Termination Report: _____'through _____

This form is to be used by members of the Board of Education of St. Mary’s County (the “Board”), Candidates to become members of the Board, and designated employees of the Board as required by Policy BCA (Board of Education of St. Mary’s County Ethics Policy) and Regulation BCA-R (Board of Education of St. Mary’s County Ethics Regulations).

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period. Form A shall be filed annually no later than April 30 of each year for the preceding calendar year reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation.

PLEASE PRINT OR TYPE

| | | |
|------------|---------|-----------|
| FIRST NAME | INITIAL | LAST NAME |
|------------|---------|-----------|

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|--|
| CURRENT POSITION OR OFFICE HELD, IF ANY (<i>OR OFFICE FOR CANDIDACY</i>) |
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|----------|
| LOCATION |
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| E-MAIL ADDRESS |
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This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by Board of Education of St. Mary’s County Policy BCA and Administrative Regulation BCA-R with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules 1 through 9.

I hereby declare and affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature: _____(SEAL)

Printed Name: _____

Date: _____

Instructions:

Check the proper block to Questions 1 through 9. Do not leave any questions unanswered. If you check "Yes" to any question be sure to complete the corresponding Schedule. References to the "Board" shall refer to the Board of Education of St. Mary's County, and references to "SMCPS" shall refer to the St. Mary's County Public Schools.

| | YES | NO |
|---|-----|----|
| 1. I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule 1.) | | |
| 2. I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule 2.) | | |
| 3. I held interests in a non-corporate business entity which did business with the Board or the SMCPS, other than a partnership. (If "Yes", complete Schedule 3.) | | |
| 4. I received gifts during reporting period from persons doing business with the Board or the St. Mary's County Public Schools, regulated by the Board or SMCPS, or registered or required to register as lobbyists. (If "Yes," complete Schedule 4.) | | |
| 5. I or a member of my immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) was a partner or held an office, directorship, or received compensation from employment during the reporting period in or with a business entity doing business with the Board or SMCPS. (If "Yes," complete Schedule 5.) | | |
| 6. I or a member of my immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) owed debts (excluding retail credit accounts) during reporting period to persons doing business with the Board or SMCPS. (If "Yes," complete Schedule 6.) | | |
| 7. A member of my immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) was employed by the Board or SMCPS during reporting period. (If "Yes," complete Schedule 7.) | | |
| 8. I or a member of my immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule 8.) | | |
| 9. Is additional information set forth on Schedule I? (If "Yes," complete Schedule 9.) | | |

Schedule 1 — Real Property Interests

Do you have any interest (as an owner or a tenant, including interests in time shares) in real property in Maryland or in any other state or country?

Yes

No (Go to Schedule 2)

If Yes: (Answer each question below. A separate Schedule 1 will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish.)

Street Address _____

City/State/Zip _____

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot):

3. Is the interest held directly by you or is it attributable to you?

Direct Attributable

4. Are you the owner or tenant?

Owner Tenant

5. Do you hold the interest solely or is it jointly held with another?

Solely Jointly Tenants by the Entirety

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s):

6. Are there any legal conditions or encumbrances on the property?
(Example: mortgages, liens, contracts, options, etc.)

Yes

No

If Yes: What is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?

What date was the property acquired? _____

7. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

8. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

9. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property).

10. Have you transferred any interest in this property during the reporting period?

Yes

No

If Yes: (Answer each question below.)

10.A What percentage of interest did you transfer:

10.B What consideration did you receive for the interest:

10.C To whom did you transfer the interest:

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule 2 — Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period, whether or not the entity did business with the Board or SMCPS?

Yes

No (Go to Schedule 3)

If Yes: (Answer each question below. A separate Schedule 2 will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____

2. Does the stock of the corporation trade on a stock exchange? Yes No

If “no,” the legal address of the entity’s principal office. _____

3. Is the interest held directly by you or is it attributable to you? (See Paragraph E of Instructions for definition of “Attributable.”)

Directly:

Attributable:

4. Do you hold the interest in your name alone, or is it held jointly?

In your name alone:

Jointly:

If jointly, the percentage of your interest:

5. What number of shares do you own? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Name and number of stock, notes, bonds, puts, calls, straddles, purchase options, etc:

Name: _____

Name: _____

Name: _____

Percentage of Ownership ____%

Percentage of Ownership ____%

Percentage of Ownership ____%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

Yes

No

If Yes: Name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

Yes

No

If Yes: (Answer each question below.)

7.A In what month was the interest acquired? _____

7.B How was the interest in the entity acquired? (Example: purchase, gift, will, etc.) :

7.C From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage):

7.D What number of shares was acquired? _____

Name and number of stock, notes, bonds, puts, calls, straddles, purchase options, etc:

Name: _____ Name: _____ Name: _____

-Select One-

-Select One-

-Select One-

Percentage of
Ownership: ____%

Percentage of
Ownership: ____%

Percentage of
Ownership: ____%

8. Have you transferred any interest in this entity during the reporting period?

Yes

No

If Yes: (Answer each question below.)

8.A What number and percentage of the interest was transferred?

Percentage of
Ownership: ____%

Percentage of
Ownership: ____%

Percentage of
Ownership: ____%

8.B What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

or percentage of your interest in the entity:

8.C To whom did you transfer your interest in the entity?

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule 3 - Interests in Non-Corporate Business Entities Doing Business with the Board or SMCPS

Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the Board or SMCPS during the reporting period?

Yes

No (Go to Schedule 4)

If Yes: (Answer each question below. A separate Schedule 3 will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you?

Direct: Attributable:

3. Do you hold the interest solely or is it jointly held with another?

Solely: Jointly:

3.A If jointly, the percentage of your joint interest:

3.B Dollar value of your interest in the entity:

or percentage of your interest in the entity:

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

Yes - If yes give name of creditor: _____

No

5. Was any interest acquired during the reporting year?

Yes

No

If Yes: (Answer each question below.)

5.A What month was the interest acquired? _____

5.B How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

5.C From whom did you acquire the interest? _____

5.D What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the Property.)

6. Did you transfer any of your interest during the reporting period?

Yes

No

If Yes: (Answer each question below.)

6.A What percentage of interest, if less than all, was transferred?

6.B What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

6.C To whom did you transfer your interest in the entity?

If you have additional interests in sole proprietorship(s) that did business with the Board or SMCPS during the reporting period, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule 4 — Gifts

On or before April 30 of each year for the preceding calendar year reporting period during which an employee holds employment, an employee shall file a statement disclosing gifts received by that date, or file upon receipt of a gift as defined by the regulation, or more often, during the reporting period with an entity that you know, or have reason to know, is doing business with the Board or SMCPs or is under the authority of the Board or the SMCPs, including the name of the donor of the gift and the approximate retail value at the time of receipt.

During the reporting period, I received the following gifts with the retail value at time of receipt noted:

Not applicable.

Donor

Retail Value

Please use additional sheet(s), if necessary, for any additional entries.

Schedule 5 — Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) receive compensation from any employment or hold any office or directorship with an entity that did business with the Board or SMCPS?

Yes

No (Go to Schedule 6)

If Yes: (Answer each question below. A separate Schedule 5 will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent.)

Self: Spouse: Domestic partner: Parent:
Parent-in-law: Sibling: Child: Other legal dependent:

2.A Name of spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent:

3. What is the title of the office you, your spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.) _____

4. What year did the position begin? _____

5. With what Board Agency(ies) or Department(s) did the business entity do business?

6. What was the nature of the business? (Example: regulated by the Board or SMCPS, registered under the lobbying law, or involved with sales and contracts with the Board or SMCPS.)

If necessary, please use additional sheet(s) for any additional entries.

Schedule 6 — Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the Board or SMCPS? [NOTE: If, on Schedule 1, 2 or 3 you listed a financial entity that did business with the Board or SMCPS as the holder of your mortgage or other encumbrance, you must complete Schedule 6 with regard to that indebtedness.]

Yes

No (Go to Schedule 7)

If Yes: (Answer each question below. A separate Schedule 6 will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts.)

2. When was the debt incurred? _____

3. What are the interest rate and terms of payment of the debt? Interest Rate:

Terms (monthly, bimonthly, annually, etc): _____

4. What was the amount of the debt as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0.

5. Did the principal of the debt increase or decrease during the reporting period, and by how much?

6. Was any security given for the debt?

Yes

No

If Yes: Please state what type of security was given (home, car, boat, etc): _____

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent, identify your spouse or child and describe the transaction:

If necessary, please use additional sheet(s) for any additional entries.

Schedule 7 — Family Members Employed by the Board or SMCPS

During the reporting period, were any members of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) employed by the Board or SMCPS in any capacity?

Yes

No (Go to Schedule 8)

If Yes: (Answer each question below. A separate Schedule 7 will be required for each member of the immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) who is employed by the Board or SMCPS.)

1. What is the relation and name of the immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) member employed by the Board or SMCPS?

2. What was the title of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) member's position with the Board or SMCPS during the reporting period?

If necessary, please use additional sheet(s) for any additional entries.

Schedule 8 — Employment/ Business Ownership

During the reporting period, did you or any member of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent), receive compensation from any employment from an entity other than the Board or SMCPS? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your agency or has contracts in excess of \$10,000 with the Board or SMCPS.

Yes

No (Go to Schedule 9)

If Yes: (Answer each question below. A separate Schedule 8 will be required for each member of the immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) had employment from which you or they received compensation, list the relation, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family (spouse, domestic partner, parent, parent-in-law, sibling, child, or other legal dependent) wholly or partially owned any business entity from which you or they received compensation, list the relation, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule 9 — Other

Is there any additional information or interest you would like to disclose?

Please complete and submit online on or before April 30 of each year for the preceding calendar year.

STANDARDS OF CONDUCT

The Maryland Public Ethics Law includes standards of conduct applicable to financial disclosure filers and other Board and/or SMCPS employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the Board or SMCPS, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the office of the St. Mary's County Public Schools Ethics Panel at 301-475-5511, ext. 172.

PRIVACY NOTICE

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information contained in Form A and Form B may be disclosed to any requesting person.

NOTICE: Board of Education of St. Mary's County's ethics policy BCA, and administrative regulation BCA-R may be accessed on-line at:

www.smcps.org

Go to Board of Education tab – click drop down arrow -
Click on Board Docs, Policies tab, Active, and then click on Policies and/or Regulations