

**DISCLOSURE STATEMENT REQUIRED OF SUPERINTENDENT**

The division superintendent, as a condition to assuming employment, files a disclosure statement of his or her personal interests and other information as is 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 Gloucester County School Board. After the initial disclosure, the division superintendent must file this statement annually on or before February 1.

**ADOPTED:** July 18, 2017

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, §§ 2.2-3115, 2.2-3117, 2.2-3118.2.