Declaration of Interest and Disqualification Regarding a Transaction

Members of the Prince William County School Board and PWCS employees who have a personal interest in a transaction shall disqualify themselves from participating in the transaction if (i) the transaction has application solely to property or a business or governmental agency in which he/she has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he/she has a personal interest. The officer or employee is prohibited from voting or in any manner acting on behalf of PWCS in the transaction, from attending any portion of a closed meeting when the matter in which he/she has a personal interest is discussed, and from discussing the matter in which he/she has a personal interest with other officers or employees of the Prince William County School Board at any time. He/she is also required to disclose his/her personal interests using this Declaration form and to provide the same to the Associate Superintendent for Human Resources prior to participating in such transaction or discussing the same, but no later than the end of the next business day thereafter. If the Declaration is submitted by a School Board member, it must be filed with the Clerk of the School Board and his/her disqualification from the transaction recorded in the minutes of the meeting when the transaction occurs or is discussed.

1. Name and position with Prince William County Public Schools:

2. Proposed transaction:

3. Nature of my interest in the transaction:

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1 A personal interest in a business or property exists if a financial benefit or liability accrues to you or an immediate member of your family (a spouse or any other person who resides in your household and is dependent upon you) by reason of:

(1) An ownership interest in such business which exceeds three percent of the total equity of the business; or
(2) Annual income that exceeds, or may reasonably be anticipated to exceed, $5,000 from ownership in real or personal property of such business; or
(3) Salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by such business that exceeds, or may reasonably be anticipated to exceed, $5,000 annually; or
(4) Ownership of real or personal property if the interest exceeds $5,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or
(5) Personal liability incurred or assumed on behalf of such business if the liability exceeds three percent of the asset value of the business; or
(6) An option for ownership of such business or real or personal property if the ownership interest will consist of subparagraphs (1) or (4) above.

2 “Transaction” means any matter considered by the School Board, whether in a committee, subcommittee, or other entity of the Prince William County Public Schools, on which official action is taken or contemplated.
4. Full name and address of business\(^3\) in which I have an interest:
____________________________________________________________

5. If interest involves real estate, full address and parcel number of such real estate:
____________________________________________________________

I declare and attest that despite my membership in such business, profession, occupation or group, I am able to participate in this transaction fairly, objectively, and in the public interest.

______________________________  _________________________
Signature                          Date

\(^3\)“Business” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

c: Associate Superintendent for Human Resources