

Lake Hamilton School District  
Office of Financial & Personnel Services  
205 Wolf Street  
Pearcy, Arkansas 71964

Shawn Higginbotham  
Assistant Superintendent

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Lake Hamilton Employees:

State law (A.C.A. §6-24-101) requires annual, full, open disclosure and approval before a school district employee may sell, lease, provide services, or enter into other transactions with the school district where he/she is employed.

This law 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 and Act 1381 of 2005.

A.C.A. §6-24-101 applies when the school employee is financially interested in the transaction. Financially interested means ownership of more than 5% interest; holding a position of director, partner, or top level management; and/or the employee's compensation is based on the transaction with the district.

Therefore, employees of this district have an affirmative obligation under A.C.A. §6-24-101 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.

Technology employees who establish specifications or approve technology purchases and their family members must disclose relationships and financial interest before the district may enter into technology transactions with the technology employee or a family member.

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

Therefore, every district 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 felony charges being brought against the employee. A copy of A.C.A. §6-24-101 is available in the central office if you wish to review the law. The act may also be viewed at [www.arkleg.state.ar.us](http://www.arkleg.state.ar.us).

Sincerely,

Shawn Higginbotham  
Assistant Superintendent

*Please sign to acknowledge receipt of this notification.*

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|--|
| <input type="checkbox"/> I have no financial interest to disclose.                     |
| <input type="checkbox"/> I need to disclose potential financial interest. (Use Form E) |
| _____<br>School Employee - Signature   |
| _____<br>Date  |
| _____<br>Employee Name - Printed   |