

I (print) _____ attest that I have completed the ethics materials found at http://www.fcsbm.org/ethics_challenge during the 2016 calendar year meeting the training requirement found in Section 112.3142, F.S..

1. **Code of Ethics for Public Officers and Employees Video Tutorial** Found at hyperlink: <http://thefloridachannel.org/videos/1715-ethics-training-senators/> These presentations address the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of this state as applicable to members of the Legislature. It was originally created for members of the Senate, but can be useful to many others. (1.5 hours)
Date Attended: _____ School Board Member Signature: _____

2. **Local Public Officers – voting conflicts-** found at: <http://www.ethics.state.fl.us/Documents/Ethics/Images/VotingConflictsLocalOfficers.mp4> presentation addresses the voting conflicts statute as it applies to local officers. It discusses the differences in voting conflicts at the state and local level, as well as the circumstances in which a voting conflict for a local officer will not be found. Finally, it covers how a local officer should respond if a voting conflict is presented. (1 hour)
Date Attended: _____ School Board Member Signature: _____

3. **Public Records and Public Meetings-** found at <http://thefloridachannel.org/videos/12115-ethics-training-senators/> This video covers document storage and retention as well as modern electronic records (1 hour)
Date Attended: _____ School Board Member Signature: _____

4. **Audio presentation on Financial Disclosure,** found at - <http://www.ethics.state.fl.us/Documents/Ethics/Images/FinancialDisclosureLaws.mp3> provides a brief overview of the financial disclosure process, as well as detailed instructions on how to complete a Form 6 financial disclosure. It also addresses supplemental matters such as the process for appealing a financial disclosure fine as well as recent changes to the laws concerning financial disclosure. This presentation was originally presented to members of the Florida House of Representatives, but offers insight for any public officer required to file a disclosure form. (0.5 hours)
Date Attended: _____ School Board Member Signature: _____

In the informal opinion item # 3, it is stated that "No particular type of memorialization is required "+Informal Opinion Nov-30-2015 : C. Christopher Anderson, III, General Counsel and Deputy Executive Director, Florida Commission on Ethics

http://www.fcsbm.org/ethics_opinion

WE STRONGLY SUGGEST KEEPING TRACK OF YOUR DATES AND FILING THE RECORD WITH YOUR BOARD ADMINISTRATIVE ASSISTANT AND/OR HUMAN RESOURCES AND RETAINING A COPY FOR YOUR OWN RECORDS.

Remember, if you think there might even be the possibility of an issue of ethics, it is always a good idea to ask your board attorney for advice and/or call the Florida Ethics Commission (850) 488-7864

Members of FCSBM, simply send your completed tracking form or attestation to info@FCSBM.org and we will send you a certificate to add to your tracking form.

USEFUL Phone numbers or emails:

Florida Ethics Commission: (850) 488-7864

Florida Coalition of School Board Members- certificates only- (850) 391-0421

Your Board Attorney Phone: _____

Email:

You can find copies of this sheet at http://www.fcsbm.org/ethics_tracking_sheet