

**Disclosure Summary
for ADE List**
Requiring ADE Review
> \$10,000

Last Name	First Name	Employee Ownership	Household Ownership	Family Ownership	Business Name	Justification for Approval
Byford	Cherri		x		Western Arkansas Counseling & Guidance Center	Equal opportunity for local retail vendors to provide services.
Cunningham	Joy		x		Admiral Express	Goods or services purchased on quote/bid for lowest price. Equal opportunity for local retail vendors to provide services.
Etzkorn	Susan		x		Learning Oasis	Goods or services purchased on quote/bid for lowest price. Equal opportunity for local retail vendors to provide services.
Hunter	Risa		x		MAHG Architecture, Inc	Equal opportunity for local retail vendors to provide services.
Mathis	Tracie		x		Discount Imaging	Goods or services purchased on quote/bid for lowest price. Equal opportunity for local retail vendors to provide services.
Taylor	Patricia	x	x		Taylor Food Group LLC	Equal opportunity for local retail vendors to provide services.
Hall	Samantha		x		Westark Hydrographics	Equal opportunity for local retail vendors to provide services.

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: Fort Smith School District

Name of Person Disclosing Transaction: Cherri Byford

Note: Fully complete this form and return to the administration office. NO TRANSACTION OR SERVICE MAY BE RENDERED UNTIL THIS FORM HAS BEEN COMPLETED AND APPROVED. A.C.A. § 6-24-101 et seq. requires FULL and COMPLETE DISCLOSURE of transactions with public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE pertinent information relating to a transaction could result in criminal charges.

I am a (an) [] Board Member [] Administrator [x] Employee

Note: "Board member" means any board member, director, or other member of a governing body of a public educational entity.

"Administrator" means any superintendent or assistant superintendent or his or her equivalent, open-enrollment public charter school director, school district treasurer, business manager, or other individual directly responsible for entity-wide purchasing.

"Employee" means a full-time employee or part-time employee of a public educational entity.

6412 Southfield Drive, Fort Smith, AR 72916
Mailing Address City State Zip

Home Telephone: 479-637-6486 Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

Western Arkansas Counseling and Guidance Center (WACGC) provides counseling services for students and provides training for district personnel.

Estimated dollar amount of transactions with public educational entity for entire school year:
Between \$150,000 and \$200,000

Check One:

- I have a financial interest in the transaction with the public educational entity.
 A family member has a financial interest in the transaction with the public educational entity.
 Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse is the Director of Administrative Services of Western Arkansas Counseling and Guidance Center (WACGC) in Fort Smith, Arkansas. This position is considered an officer of the business.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

WACGC provides professional services that are necessary for the district. As a professional service, there are no bid requirements to follow (i.e. no low bid restriction can be imposed). There are limited resources for these services in the area and the district has found that the business relationship with the agency to be beneficial (i.e. in the best interest of the district).

- Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION OR DOCUMENTS YOU BELIEVE ARE NECESSARY FOR A FULL, COMPLETE, AND ACCURATE DISCLOSURE OF THE FACTS AND CIRCUMSTANCES OF THE TRANSACTIONS.

SIGNATURE: Cherri Byford

DATE: 9-1-17

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: **Fort Smith School District**Name of Person Disclosing Transaction: **Joy Cunningham**

*Note: Fully complete this form and return to the administration office.
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FORM HAS BEEN COMPLETED AND APPROVED. A.C.A. § 6-24-101 et
seq. requires FULL and COMPLETE DISCLOSURE of transactions with
public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE
pertinent information relating to a transaction could result in criminal charges.*

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"Employee" means a full-time employee or part-time employee of a public educational entity.

3525 South 31 st Street	Fort Smith,	AR	72901
Mailing Address	City	State	Zip

Home Telephone: 479-646-2842Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

Admiral Express provides furniture and office/school supplies for the district and district personnel.

Estimated dollar amount of transactions with public educational entity for entire school year:

Between \$10,000 and \$75,000

Check One:

- I have a financial interest in the transaction with the public educational entity.
- A family member has a financial interest in the transaction with the public educational entity.
- Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse is a salesman that can receive compensation in the form of commissions awarded by sales to the district or district personnel.

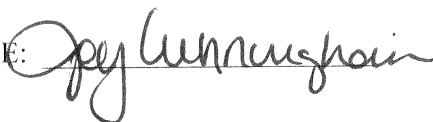
Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

Admiral Express provides furniture and office/school supplies that are necessary for the district. These products are typically purchased in low volume (a few products per transaction). There are limited unrestricted resources for these products in the area and the district has found that the business relationship with the agency to be beneficial (i.e. in the best interest of the district).

Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION OR DOCUMENTS YOU BELIEVE ARE NECESSARY FOR A FULL, COMPLETE, AND ACCURATE DISCLOSURE OF THE FACTS AND CIRCUMSTANCES OF THE TRANSACTIONS.

SIGNATURE:



DATE:

9/1/17

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: Fort Smith School District

Name of Person Disclosing Transaction: Susan Etzkorn

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"Employee" means a full-time employee or part-time employee of a public educational entity.

<u>2948 South Cliff Drive</u>	<u>Fort Smith,</u>	<u>AR</u>	<u>72903</u>
Mailing Address	City	State	Zip

Home Telephone: 479-462-8311Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

Learning Oasis provides school supplies for the district and district personnel.

Estimated dollar amount of transactions with public educational entity for entire school year:

Between \$10,000 and \$25,000

Check One:

- I have a financial interest in the transaction with the public educational entity.
 A family member has a financial interest in the transaction with the public educational entity.
 Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

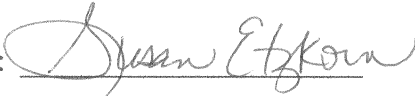
My spouse has more than a 5% ownership of Learning Oasis.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

Learning Oasis provides school supplies that are necessary for the district. These supplies are typically purchased in low volume (a few products per transaction). There are limited resources for these products in the area and the district has found that the business relationship with the agency to be beneficial (i.e. in the best interest of the district).

- Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

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SIGNATURE: 

DATE: 9/1/17

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: Fort Smith School District

Name of Person Disclosing Transaction: Risa Hunter

Note: Fully complete this form and return to the administration office. NO TRANSACTION OR SERVICE MAY BE RENDERED UNTIL THIS FORM HAS BEEN COMPLETED AND APPROVED. A.C.A. § 6-24-101 et seq. requires FULL and COMPLETE DISCLOSURE of transactions with public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE pertinent information relating to a transaction could result in criminal charges.

I am a (an) [] Board Member [] Administrator [x] Employee

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"Employee" means a full-time employee or part-time employee of a public educational entity.

10017 Foxboro Mailing Address Fort Smith, City AR State 72903 Zip

Home Telephone: 479-650-5149 Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

MAHG Architecture, Inc. provides architectural services for the district.

Estimated dollar amount of transactions with public educational entity for entire school year: Between \$100,000 and \$250,000

Check One:

- I have a financial interest in the transaction with the public educational entity.
- A family member has a financial interest in the transaction with the public educational entity.
- Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse owns more than 5% of MAHG Architecture, Inc. in Fort Smith, Arkansas.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

MAHG Architecture, Inc. provides professional services that are necessary for the district. As a professional service, there are no bid requirements to follow (i.e. no low bid restriction can be imposed). There are limited resources for these services in the area and the district has found that the business relationship with the agency to be beneficial (i.e. in the best interest of the district).

- Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

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SIGNATURE: Rissa Hunter DATE: 9/1/2017

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: Fort Smith School District

Name of Person Disclosing Transaction: Tracie Mathis

Note: Fully complete this form and return to the administration office. NO TRANSACTION OR SERVICE MAY BE RENDERED UNTIL THIS FORM HAS BEEN COMPLETED AND APPROVED. A.C.A. § 6-24-101 et seq. requires FULL and COMPLETE DISCLOSURE of transactions with public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE pertinent information relating to a transaction could result in criminal charges.

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"Employee" means a full-time employee or part-time employee of a public educational entity.

480376 East 1082 Road Muldrow, OK 74948
Mailing Address City State Zip

Home Telephone: 479-650-2881 Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

Discount Imaging is a retail provider of toner, printers and copiers, including both sales and service. Discount Imaging was been awarded competitive bids for large scale purchases and provided competitively priced professional services to the District.

Estimated dollar amount of transactions with public educational entity for entire school year: \$210,044.92 was paid in 2016-2017

Check One:

- I have a financial interest in the transaction with the public educational entity.
- A family member has a financial interest in the transaction with the public educational entity.
- Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse works on commission for Discount Imaging and is the established company representative to the District.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

Discount Imaging has a working relationship with the District that has been built for many years, buying toner, parts and printers. Discount Imaging is a TIPS/TAPS vendor that does not require formal bidding for products. Mr. Mathis, my spouse, has been the District's sales rep for many years. I became an employee of the District, as an RN, starting with the 2016-2017 school year. As an employee, I have no district-wide purchasing responsibilities. The District desires for ADE to approve of Discount Imaging as a TIPS/TAPS vendor that can continue to transact business with Discount Imaging.

- Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION OR DOCUMENTS YOU BELIEVE ARE NECESSARY FOR A FULL, COMPLETE, AND ACCURATE DISCLOSURE OF THE FACTS AND CIRCUMSTANCES OF THE TRANSACTIONS.

SIGNATURE: _____

Handwritten signature

DATE: _____

Handwritten date: 9/6/17

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: **Fort Smith School District**

Name of Person Disclosing Transaction: **Samantha Hall**

***Note: Fully complete this form and return to the administration office.
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"Employee" means a full-time employee or part-time employee of a public educational entity.

6710 South U Street	Fort Smith,	AR	74903
Mailing Address	City	State	Zip

Home Telephone: 479-461-6696

Work Telephone: 479-785-2501

Nature of transaction subject to disclosure and approval:

Westark Hydrographics (WH) is a retail provider of hydrographic printing, screen printing and banner/sign printing. WH desires to be able to competitively bid on these services as awarded by the District.

Estimated dollar amount of transactions with public educational entity for entire school year:
Over \$100,000 was paid to two athletic apparel vendors in the last two years.

Check One:

- I have a financial interest in the transaction with the public educational entity.
- A family member has a financial interest in the transaction with the public educational entity.
- Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse is the owner of Westark Hydrographics (WH). He has worked in this industry for many years and has started his own company to provide these products and services. He desires to work with the District.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

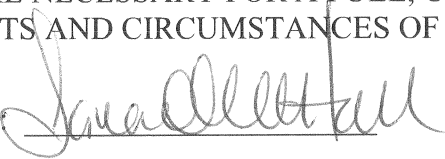
Westark Hydrographics (WH) desires to contract with the District. The hydrographic services could be considered a professional service. There are currently no other companies in the region providing these specific services. Hydrographic services provide protective coatings to athletic equipment and supplies to improve durability and safety. The District has determined that these services are a cost efficient alternative to purchasing replacement damaged equipment (i.e. helmets).

WH also provides screen printing and desires to bid on contracts for uniforms, t-shirts, banners and signs. WH could begin expanding as a retail store for other athletic equipment. The District has determined that allowing WH to bid and win various contracts could provide substantial long term savings because of the competition of vendors.

- Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

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SIGNATURE: _____



DATE: _____

9/11/17
