

***ETHICS REQUIREMENTS FOR
FOXBOROUGH PUBLIC SCHOOLS EMPLOYEES***
Office of the Superintendent of Schools

October 2019

The Town Hall has informed this office that all municipal employees are **mandated by law** to meet the following Ethics requirements this year:

Step 1: Acknowledge that you have been provided a copy of the *Open Meeting Law/Conflict of Interest Summary*. The summary is available at the following link:
<http://www.foxboroughma.gov/common/pages/DisplayFile.aspx?itemId=15425713>

To acknowledge that you have received a copy of the summary, click on <http://bit.ly/fpsethics> and complete and submit a brief questionnaire.

Step 2: Complete the online training for municipal employees accessed at <http://www.muniproq.eth.state.ma.us> and save a copy of your certificate of completion for your records.

Step 3: submit an electronic copy of the training certificate of completion to ethics@foxborough.k12.ma.us

The deadline for completion is **November 15, 2019**.

If you have any questions, please contact Janet Gracia in the Central Office at:
Extension: 51661 or
Via email at: graciaj@foxborough.k12.ma.us

If you are a new employee this year as of August 28, 2019, and have already submitted this information, you may disregard this email.