

**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY**

RECEIVED
STATE ETHICS COMMISSION

AS REQUIRED BY G. L. c. 268A, § 6

2017 NOV -9 AM 11:08

STATE EMPLOYEE INFORMATION	
Name:	Ellen Santos
Title or Position:	Director of Practical Nursing
State Agency:	Assabet Valley Regional Technical High School
Agency Address:	215 Fitchburg St Marlborough, MA 01752
Office Phone:	508-263-9880
Office E-mail:	esantos@assabet.org
	<p>My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.</p>
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	<p>Please describe the particular matter.</p> <p>I am the Director of Practical Nursing We need a nurse with expertise in Labor and Delivery nursing to work 4 hours/week for 10 weeks as a temporary clinical substitute. My daughter has the expertise and would like to do the temporary position. The Superintendent Director Ernest Houle is the appointing authority. Karen Sherman is the maternity instructor who would mentor the nurse. Evaluations of the nurse would be done by the adult students for this experience.</p>
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>Please describe the task you are required to perform with respect to the particular matter.</p> <p>My responsibility is to deliver the best experience to the students. To get an expert to work on a part time temporary basis is difficult.</p> <p>I would be recommending her to the Superintendent for this work.</p>
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>
Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>My daughter would be paid the previously set rate of \$45/ hour so has a financial interest of about \$1800 for the 10 weeks.</p>
Employee signature:	<i>Ellen Santos</i>
Date:	10-31-17

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Ernest F. Houle
Title or Position:	Superintendent-Director
Agency/Department:	Assabet Valley Regional Vocational School District
Agency Address:	215 Fitchburg Street Marlborough, MA 01752
Office Phone:	508-263-9602
Office E-mail	ehoule@assabet.org
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.
Write an X by your selection.	<p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input checked="" type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.</p>
Appointing Authority signature:	
Date:	November 6, 2017
Comment:	Supervision of the employee will be assigned to another Administrator. (SAC) 11/6/17

Attach additional pages if necessary.

File copy with:

State Ethics Commission, One Ashburton Place, Room 619, Boston, MA 02108