

INDIANA
STATE ETHICS COMMISSION



**ETHICS DISCLOSURE STATEMENT
CONFLICTS OF INTEREST – DECISIONS AND VOTING**
State Form 55860 (R / 10-15)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-9

NOV 06 2019

FILED

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Melin	Name (first) Andrew	Name (middle) Theodore	
Name of office or agency Indiana Department of Education		Job title Chief Innovation Officer	
Address of office (number and street) 115 W. Washington Street, South Tower, Suite 600		City Indianapolis	ZIP code 46204
Office telephone number (317) 498-3719	Office e-mail address (required) amelin@doe.in.gov		

Describe the conflict of interest:

On October 30, 2019, I was approved as the executive director of the Central Indiana Educational Service Center (CIESC) by its board of directors. I will start in my new role on January 1, 2020. Because the CIESC provides numerous services to approximately 24 member school districts across central Indiana, and the Department of Education (IDOE) provides numerous services to all Indiana school districts, I wanted to make sure to self-report to our agency head (Dr. McCormick) and to our ethics officer (Andrew Bernlohr) my job status. As Chief Information Officer for the IDOE, I oversee the following departments: Workforce and Innovation, Leadership and Innovation, Higher Education and Educator Preparation Programs, and Educator Licensing. In my areas of responsibility, the current connection between the IDOE and CIESC involves CIESC hosting three IDOE advisories: STEM, eLearning, and Computer Science several times per year, and the CIESC participating in the IDOE's Indiana Course Access Portal, which is free to all Indiana students. The only contractual relationship between IDOE and CIESC in my area of responsibility involves the CIESC managing the financial components of the three above-mentioned advisories. Each advisory consists of 12-20 educators from across Indiana who meet 2-4 times per year with IDOE staff to provide input and feedback on IDOE initiatives. The contract provides reimbursement to advisory members for travel expenses and professional development. A small percentage (approximately 5%) of the contract is paid to the CIESC for administrative fees. This contractual relationship originated in 2016 and is renewed annually. Because I started with the IDOE in February of 2019, I did not initiate this contract, nor have I signed off on or negotiated a renewal. The contract is administered by Director of Workforce and Innovation Ben Carter.

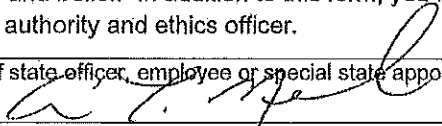
Describe the screen established by your ethics officer: *(Attach additional pages as needed.)*

Since beginning my employment with the IDOE in February of 2019, I have not been involved in negotiating a contract with CIESC, nor have I been involved in administering the renewal of any CIESC contract. In addition, from the date I was offered the CIESC position (October 9, 2019), the IDOE and I have taken all steps necessary to assure I am not initiating, nor administering, any grant or contract not only associated with CIESC, but also with any of its member schools. Other IDOE staff have been assigned all Office of Innovation contract administrative duties, and all contracts will be approved by other IDOE senior-level leadership until my last day with the IDOE on December 27, 2019.

AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee



Date signed (month, day, year)

November 4, 2019

Printed full name of state officer, employee or special state appointee

Andrew Theodore Melin

FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer



Date signed (month, day, year)

November 4, 2019

Printed full name of ethics officer

Andrew Bernlohr

Melin, Andrew

From: Melin, Andrew
Sent: Thursday, October 17, 2019 5:10 PM
To: Wittman, Kelly B
Subject: Letter of Resignation

I am writing to submit my resignation as Chief Innovation Officer for the Indiana Department of Education effective December 27, 2019 to become Executive Director of the Central Indiana Educational Service Center pending board approval on October 30, 2019. I greatly appreciate the opportunity Dr. McCormick has provided me and both your and her support during my tenure at IDOE.

Andrew Melin
Chief Innovation Officer
Indiana Department of Education
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Indianapolis, IN 46204
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