



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE
Governor

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Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

January 6, 2012

TO: County Offices of Education
FROM: Joanne Boyle, Executive Director
School Ethics Commission
RE: Personal/Relative and Financial Disclosure Statements

The School Ethics Act requires all school officials to file annual Personal/Relative and Financial Disclosure Statements. N.J.S.A. 18A:12-25 and 26. These disclosure statements must be filed by April 30, or within 30 days after election or appointment of the school official.

In order to comply with the filing requirement, each Board Secretary/Charter School Designee must annually submit to the Executive County Superintendent a written list of names of those school officials, by office and position, whose responsibilities would require the filing of the Financial and Personal/Relative Disclosure Statements pursuant to the criteria contained in N.J.S.A. 18A:12-21 et seq. Board Secretaries/Charter School Designees have been notified that all such lists shall be submitted online at <http://education.state.nj.us/sec/>. They must log in and complete their lists on or before February 1, 2012. By June 1, 2012, they should again access this electronic link to submit a list of the newly-elected and appointed board members, trustees and administrators who are required to file disclosure statements within 30 days of taking office.

These lists shall be subject to review only by the county offices and the School Ethics Commission. You may go to <http://doeintranet/g/sec/admin/> to review the lists provided by the Board Secretaries/Charter School Designees. Once the lists are complete, the actual disclosure statements shall be submitted to the county offices on paper, as they have in prior years. *Below is a timeline for collection of the disclosure statements.* If you have any questions, please contact Jill Greenberg Kail, School Ethics Commission, at (609) 984-6941 or by email at schooethics@doe.state.nj.us.

COUNTY OFFICE TIMELINES

DATE	ACTIONS
January/ February 2012	<p>(1) As needed, notify districts and charter schools that the disclosure statements are available to download and print from the Commission's website http://www.nj.gov/education/ethics/fds/index.html.</p> <p>(2) Online Procedure! Verify ONLINE submissions by Board Secretaries/Charter School Designees of the list of all school officials required to file disclosure statements.</p>

On or by May 10, 2012	Obtain from Board Secretaries/Charter School Designees: (1) the original disclosure statements in alphabetical order; (2) a completed "Board Secretary Report" which lists the names, positions and home addresses of school officials who have failed to file or filed incomplete statements; and (3) a signed "Certification by Board Secretary."
Review of Disclosure Statements for Completeness	Review disclosure statements for completeness. NOTE: "N/A" is not an acceptable response on Section I, Question 1 of the Financial Disclosure Statement. Where statements are blank in any section, the statement is deemed incomplete and must be returned. Procedures in the event of an incomplete filing are set forth at <u>N.J.A.C. 6A:28-3.4(a)</u> , which provides: When an Executive County Superintendent determines that a portion of a school official's disclosure statements, which are timely filed pursuant to <u>N.J.A.C. 6A:28-3.1</u> , is incomplete, s/he shall return the disclosure statements to the Board Secretaries/Charter School Designee who shall then return the disclosure statements to the school official. The school official shall have 20-days from receipt of the returned filing to complete the disclosure statements and file with the board secretary or charter school designee, who shall then file the completed disclosure statements with the Executive County Superintendent.
June 1, 2012	Submit " County Office June 1, 2012 Report " to the Commission with a list of the school officials who have: (1) not filed disclosure statements by April 30, 2012; or (2) filed incomplete disclosure statements on time, but failed to file completed statements by April 30, 2012 or within the 20-day completion period (above), whichever is later. <i>Please do not forward the names of board members who are no longer in office.</i>
June 1, 2012	Online Procedure! Verify ONLINE submissions by all Board Secretaries/Charter School Designees of the list of <u>new</u> board members, trustees and appointees who have 30 days from taking office to file disclosure statements. Board secretaries may check a box on the June list to signify that there are no new officials.
July 1, 2012	Obtain from Board Secretaries/Charter School Designees for <u>newly-elected and appointed school officials</u> : (1) the original disclosure statements in alphabetical order; (2) a completed "Board Secretary Report" which lists the names, positions and home addresses of school officials who have failed to file or filed incomplete statements; and (3) a signed "Certification by Board Secretary." Once submitted, please review for completeness. (See "Review" box, above.)
July 18, 2012	Submit " County Office July 18, 2012 Report " to the Commission. List <u>newly-elected and appointed school officials</u> who have: (1) not filed disclosure statements within 30 days of appointment/taking office; or (2) filed incomplete disclosure statements on time, but failed to file completed statements within the 30-day deadline or within the 20-day completion period, whichever is later. <i>Please do not forward the names of board members who are no longer in office.</i>
August through December, 2012	Update the Commission with information on school officials who file disclosure statements after July 18 th . Continue throughout the year to verify that Board Secretaries/Charter School Designees update the ONLINE list of new officials with new board members, trustees and appointees who have 30 days from taking office to file disclosure statements and that these officials file original disclosure statements with the county office.

**Attachments: County Office June 1, 2012 Report
County Office July 18, 2012 Report
County Letter to Board Secretary/Charter School Designee re: Incomplete Statements**