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January 6, 2012

TO: Board Secretaries and Charter School Designees

FROM: Joanne Boyle, Executive Director
 School Ethics Commission

SUBJECT: Filing of 2012 Personal/Relative and Financial Disclosure Statements:
 Electronic Submission of List of School Officials

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 shall 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.

A web-based system is available for Board Secretaries/Charter School Designees to submit their annual lists. All such lists shall be submitted online at <http://education.state.nj.us/sec/>. You may obtain your user accounts through your district Web User Administrator (WUA). Board Secretaries/Charter School Designees must log in and complete their lists on or before **February 1, 2012**. By **June 1, 2012**, the Board Secretary/Charter School Designee 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.

Guidance regarding who must file disclosure statements is available on the School Ethics Commission's website at: <http://www.nj.gov/education/ethics/fds/index.html>. *Below is a timeline, for your information.* If you have any questions, please contact Jill Greenberg Kail, School Ethics Commission, at (609) 984-6941 or by email at schoolethics@doe.state.nj.us.

LOCAL TIMELINES

DATE	ACTIONS
February 1, 2012	(1) Online Procedure! Board Secretaries/Charter School Designees submit ONLINE a complete list of all school officials required to file disclosure statements as well as individual email addresses for each official. The list will identify the Board Secretary and the telephone number of the Board Secretary. (2) Board Secretaries/Charter School Designees should advise school officials that they may access the disclosure statements on the School Ethics Commission's website: http://www.nj.gov/education/ethics/fds/index.html .
April 1, 2012	Board Secretaries/Charter School Designees may send out reminder letters to school officials who have not filed. (See sample letter)

<p>No later than April 30, 2012</p>	<p>(1) School officials must file disclosure statements with Board Secretaries/Charter School Designees. <u>N.J.A.C. 6A:28-3.1(a)</u>.</p> <p>(2) Board Secretaries/Charter School Designees review disclosure statements for completeness to ensure that: (a) both the Personal/Relative and the Financial Disclosure Statements have been completed; (b) <i>all questions have been answered</i> or indicated as not being applicable (“N/A”), except for Section I, Item 1 in the Financial Disclosure Statement, which must be completed; and (c) each copy is signed with an original signature. Where it is necessary for the Board Secretary/Charter School Designee to return the statements to the school official for completion, please indicate on the “Certification by Board Secretary” form. <u>N.J.A.C. 6A:28-3.2(g)</u>.</p> <p>(3) Board Secretaries/Charter School Designees shall date-stamp the original statements, provide a copy to the school official, maintain a copy for the board/charter school office and file the original date-stamped disclosure statements with the county office. <u>N.J.A.C. 6A:28-3.2(f)</u>.</p>
<p>May 10, 2012</p>	<p>Board Secretaries/Charter School Designees must submit to the county office: (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.” <u>N.J.A.C. 6A:28-3.2 (g)1, (h)</u>.</p> <p><i>Please do not forward the names of board members who are no longer in office.</i></p>
<p>June 1, 2012</p>	<p><i>Online Procedure!</i> All Board Secretaries/Charter School Designees must submit ONLINE a complete list of all new board members, trustees and administrators who are required to file disclosure statements within 30 days of taking office. Board Secretaries may check a box on the June list to indicate that there are no new officials.</p>
<p>30 days after taking office or 30 days after appointment</p>	<p>All newly-elected and newly-appointed board members and trustees, as well as any new administrator appointed to fill a vacancy after the April 30 filing date, shall file the required disclosure statements with the board secretary or charter school designee. <u>N.J.A.C. 6A:28-3.1(c),(d), (e), (f)</u>.</p>
<p>July 1, 2012</p>	<p>(1) Board Secretaries/Charter School Designees shall date-stamp the original statements, provide a copy to the school official, maintain a copy for the board/charter school office and file the original date-stamped disclosure statements with the county office. <u>N.J.A.C. 6A:28-3.2(f)</u>.</p> <p>(2) Board Secretaries/Charter School Designees must provide county office with the following for <u>newly-elected and appointed school officials</u>: (a) the original disclosure statements in alphabetical order; (b) a completed “Board Secretary Report” which lists the names, positions and addresses of school officials who have failed to file or filed incomplete statements; and (c) a signed “Certification by Board Secretary.” <u>N.J.A.C. 6A:28-3.2(g)</u>.</p>
<p>July through December 2012</p>	<p>Board Secretaries/Charter School Designees must add to the June ONLINE list of officials the names of all new board members, trustees and administrators who are required to file disclosure statements. This must be done within 30 days of taking office. The School Ethics Commission (schoolethics@doe.state.nj.us) or the county office will reopen the June (June – December) List to permit the addition of new officials throughout the year. Board Secretaries/Charter School Designees must continue to provide county offices with original disclosure statements for any school official who files disclosure statements after July 1.</p>

Attachments:

- Board Secretary/Charter School Designee Certification Form**
- Board Secretary/Charter School Designee Report**
- Sample Reminder Letter**
- 2012 Disclosure Statements & Instructions**