



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

July 6, 2011

TO: District Superintendents
Charter School Leaders
Board Secretaries

FROM: Joanne Boyle, Executive Director
School Ethics Commission

SUBJECT: Filing of 2011 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 by April 30, or within 30 days after election or appointment of the school official. N.J.S.A. 18A:12-25 and 26. 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.

This memorandum reminds Board Secretaries and Charter School Designees that they were required to log into a new web-based system to submit their annual lists on or before **February 1, 2011**. On or before **June 1, 2011**, the Board Secretary/Charter School Designee was again required to 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. **All Charter School Designees and Board Secretaries must access the June 1, 2011 online link even if there are no new officials.** The June 1, 2011 electronic link now allows the Board Secretary or Charter School Designee to indicate if there are no new officials within the district or charter school. Board Secretaries and Charter School Designees are reminded that the list requires the entry of **individual** email addresses for each school official. Board Secretaries and Charter School Designees should ensure that all such lists are **now** submitted online at <http://education.state.nj.us/sec/>. If you have not already established a user account and password or if you have misplaced your user accounts and passwords you may obtain them through your district Web User Administrator (WUA). <http://education.state.nj.us/sec/wualist.xls>

Further guidance regarding disclosure statements is available on the School Ethics Commission's website at: <http://www.nj.gov/education/ethics/fds/index.html>. 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.

C: State Board of Education
Executive County Superintendents
NJLEE Group
Garden State Coalition of Schools