

School Ethics Commission

Electronic Reporting of Personal/Relative and Financial Disclosure Statements

Creation of the
Online List of School Officials by
the Board Secretary

January/February

By **February 3** each district/charter school Board Secretary must submit *online* a complete List of all school officials required to file disclosure statements as well as individual email addresses for each official.

Board Secretary website https://homeroom5.doe.state.nj.us/sec/

Each district/charter school has a username/password for this website assigned by their Homeroom Administrator.

Board Secretary must log in to the Main Sign-In using username and password



School Ethics Commission

List of School Officials

Board Secretaries and Charter School Designees must submit the annual list of names of those school officials who require the filing of the 20xx Personal/Relative and Financial Disclosure Statements, pursuant to N.J.S.A. 18A:12-25 and 26.

- To establish an account and to obtain a username/password, contact your District's Homeroom Administrator to establish an account. The NJDOE does not provide this service.
- Please reference this Administrator list to determine your District's Homeroom Administrator.
- For assistance other than username and password, please contact schoolethics@doe.state.nj.us.
- Districts with established accounts may proceed to Sign-In.
- Assistance with locating login/password: The Board Secretary must contact the District's Homeroom Administrator, who can look on Homeroom for the login/password chosen previously by the Homeroom Administrator for the corresponding School Ethic Commission's List of School Officials.
 NJDOE Homeroom https://homeroom.state.nj.us/

Sign-In

| District Code: |
|----------------|
| Username: |
| |
| Password: |
| |
| Sign-In |

How to retrieve an unknown district username and password

The School Ethics Commission cannot assist with missing usernames or passwords.

The Board Secretary must contact the district's Homeroom Administrator who can look on Homeroom for the login/password chosen previously by the Homeroom Administrator for the corresponding School Ethics Commission's List of School Officials.

NJDOE Homeroom

https://homeroom5.doe.state.nj.us/sec/

Districts/Charters must log in to the corresponding List for the month/year

sign out



School Ethics Commission

List of School Officials

District: Washington Township

County: CAMDEN

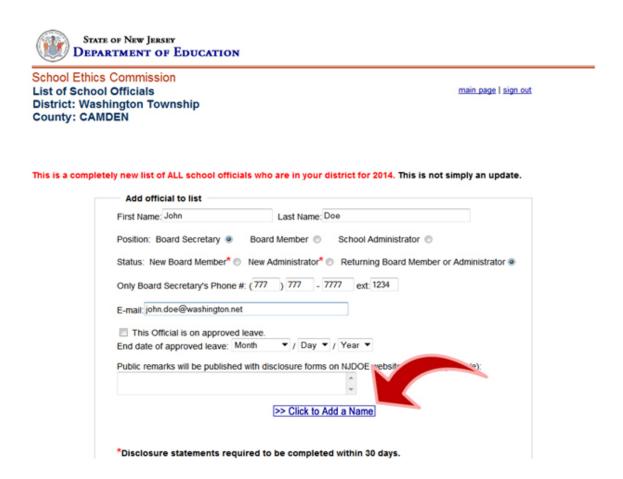
The School Ethics Act requires all school officials to file annual Personal/Relative and Financial Disclosure Statements. N.J.S.A. 18A:12-25 and 26. These disclosure statements must be filed by April 30, or within 30 days after election or appointment of the school official. In order to comply with the filing requirement, each local District Board Secretary or Charter School Designee shall annually, on or before February 1, file with 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. by April 30th or within 30 days of election or appointment.

Guidance about who must file disclosure statements, along with the process for collection of these statements, is available on the School Ethics Commission's website at http://www.nj.gov/education/ethics/fds/index.html.

List of School Officials

| Collection Due Date | Collection Status | Submission to NJDOE |
|---|-------------------|---------------------|
| June 1, 2014 (valid for June-December 2014) | active | not submitted |
| February 1, 2014 | active | not submitted |
| June 1, 2013 (valid for May-December 2013) | active | not submitted |
| February 1, 2013 | archive | not submitted |
| June 1, 2012 (valid for June-December 2012) | archive | not submitted |
| February 1, 2012 | archive | not submitted |
| June 1, 2011 | archive | not submitted |
| February 1, 2011 | archive | not submitted |

The Board Secretary should add himself/herself to the List with a corresponding phone number and email address and indicate if this is a new official, then click "Click to Add a Name." A phone number is necessary *only* for the Board Secretary.

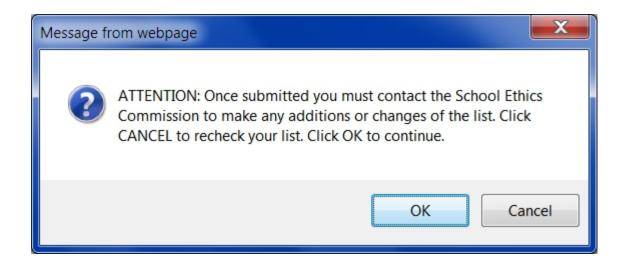


The Board Secretary must add the name and email address of each official, indicate if a returning or new official or administrator and click on "Click to Add a Name."

| Add official to list |
|--|
| First Name: Last Name: |
| Position: Board Secretary Board Member School Administrator |
| Status: New Board Member* New Administrator* Returning Board Member or Administrator |
| Only Board Secretary's Phone #: () - ext: |
| E-mail: |
| This Official is on approved leave. |
| End date of approved leave: Month ▼ / Day ▼ / Year ▼ |
| Public remarks will be published with disclosure forms on NJDOE website. (where applicable): |
| 0 |
| |
| bb Click to Add a Name |
| >> Click to Add a Name |
| (>> Click to Add a Name) |
| *Disclosure statements required to be completed within 30 days. |
| |
| *Disclosure statements required to be completed within 30 days. |
| *Disclosure statements required to be completed within 30 days. Note: scroll down to see names on list. Submit District List Send completed or edited district list to NJDOE. |
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When all officials have been added to the List the Board Secretary must "Click to Send List."

| Add official to list | | |
|---|--|---|
| First Name: | Last Name: | |
| Position: Board Secretary Bo | ard Member | School Administrator |
| Status: New Board Member* Ne | w Administrator | Returning Board Member or Administrat |
| Only Board Secretary's Phone #: (| V | ext |
| | , | - |
| E-mail: | | |
| This Official is on approved leave | | |
| End date of approved leave: Month | ▼ / Day ▼ | / Year * |
| Public remarks will be published with | disclosure form | s on NJDOE website. (where applicable): |
| | | 0 |
| | >> Click to A | |
| *Disclosure statements required to Note: scroll down to see names on lin | | within 30 days. |
| | it. | |
| Note: scroll down to see names on list Submit District List | NJDOE. | |
| Note: scroll down to see names on list Submit District List Send completed or edited district list to | NJDOE. | |
| Note: scroll down to see names on lin Submit District List Send completed or edited district list to District List | o NJDOE. >> Click to odd delete | |
| Note: scroll down to see names on lin Submit District List Send completed or edited district list to District List Name Position 1.) Doe, Jane School Administrator Returning Board Member or Admin 2.) Doe, John Board Socretary Returning Board Member or Admin | o NJDOE So Click to chit delete istrator chit delete istrator | |
| Note: scroll down to see names on lin Submit District List Send completed or edited district list is District List Name Position 1.) Doe, Jane School Administrator Returning Board Member or Admini 2.) Doe, John Board Secretary | o NJDOE ordit delete istrator ordit delete istrator | |



- 1. The Board Secretary must submit the List to the Department of Education. The List will lock to protect the names entered by the district/charter school but can be reopened at any time to make edits or additions by sending an email request to the School Ethics Commission at the link in the application.
- 2. Upon receipt, the county office will generate emails to any official whose name appears on the List.

The Board Secretary may request additional emails to be sent to the school official at any time by making an email request to your County Office or the School Ethics Commission schoolethics@doe.nj.gov

If the List has been successfully submitted you will receive immediate confirmation from the School Ethics Commission that the List has been submitted and received.



School Ethics Commission

List of School Officials
District: Washington Township

County: CAMDEN

main page | sign out

Thank you

Your district's information has been submitted to the New Jersey Department of Education For assistance please contact schoolethics@doe.state.nj.us.

>>click here to return to the main page.

The Board Secretary may click on the corresponding List to review the status of disclosure statements and for approval. The List below reflects which Lists have been submitted by the district.



School Ethics Commission

List of School Officials

District: Washington Township

County: CAMDEN

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 of assuming office or position. In order to comply with the filing requirement, each local District Board Secretary or Charter School Designee shall annually, on or before February 1, file with 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. by April 30th or within 30 days of assuming office or position. Failure of an official to file a statement by the deadline may subject the official to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.

Guidance about who must file disclosure statements, along with the process for collection of these statements, is available on the School Ethics Commission's website at http://www.nj.gov/education/ethics/fds/index.html.

List of School Officials

| Collection Due Date | Collection Status | Submission to NJDOF |
|---|-------------------|---------------------|
| June 1, 2014 (valid for June-December 2014) | active | not submitted |
| February 1, 2014 | active | 12/03/2013 14:49 |
| June 1, 2013 (valid for May-December 2013) | active | not submitted |
| February 1, 2013 | active | not submitted |
| June 1, 2012 (valid for June-December 2012) | archive | not submitted |
| February 1, 2012 | archive | not submitted |
| June 1, 2011 | archive | not submitted |
| February 1, 2011 | archive | not submitted |
| • | | |

sign out

The Board Secretary may review the List for the filing status of each individual official. The red arrow indicates a statement that is ready for Board Secretary review.

Board Secretary Report and Certification

These forms must be submitted by the Board Secretary/Charter School Designee to the executive county office by May 10 and again by November 15, for new board members and new administrators who take office after April 30.

- Board Secretary Report Certification & Failure to File Form
- Sample Reminder Letter

Contact the School Ethics Commission at schoolethics@doe.state.nj.us to make additions, deletions or changes of the list.

Collection: February 1

Submitted to NJDOE: 12/05/20xx

For requests under NJ's Open Public Records Act (OPRA): CLICK HERE FOR PRINTABLE LIST

| | <u>Name</u> | Position | E-mail | Forms Status | Filed |
|----|-------------|----------------------|--------------------------|----------------------------|-------|
| 1. | Doe, Jane | School Administrator | jane.doe@washington.net | Online forms not completed | |
| 2. | Doe, John | Board Secretary | johndoe@school.net | Online forms not completed | |
| 3. | Doe, Mark | School Administrator | mark.doe@doe.state.nj.us | Online forms not completed | |
| 4. | doe, jane | School Administrator | jane.doe@doe.stateus | Forms ready for review | |

District's/Charter's obligation to inform School Official to file Disclosure Statement by email from School Ethics Commission

The Board Secretary must inform school officials to expect an email from the School Ethics Commission that allows for the electronic reporting of Disclosure Statements. School Officials should be advised that these emails potentially may be diverted into the "junk" mail folder if perceived as "spam". If officials are unable to receive emails at the email address provided by the district, the Board Secretary may elect to **edit** the email address (**see following slide for edit process**). The district is advised that all emails shall be protected by the district and the district shall never distribute email addresses provided to the School Ethics Commission to anyone outside of the County Office of Education or the Commission.

Making changes to the List. The Board Secretary must email the Commission to request that the List be reopened in order to add to the List, edit the name, email or the status of an official on the List. The Board Secretary must explain in the email the reason for the edit. The Commission will only reopen the List upon a specific request.



School Ethics Commission

List of School Officials

District: Washington Township

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No Names May Ever Be Deleted From The List.

Guidance about who must file disclosure statements, along with the process for collection of these statements, is available on the School Ethics Commission's website at http://www.nj.gov/education/ethics/fds/index.html.

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| June 1, 2011 | archive | not submitted |
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sign out

Officials Are Never Deleted From The List.

The names of officials who leave the district or charter remain on the List. The public has the opportunity to review the statements of all officials, even those who are no longer in the district or charter.

Officials whose names are on the list must file Disclosure Statements even if they leave the district or charter.

The Board Secretary can see when the Commission has reopened the List to make it available for edits or additions. The notation indicates that the List has been reopened. See below. An open List allows the Board Secretary to add names or edit the List but it will not allow the review of Disclosure Statements on the List.



School Ethics Commission

List of School Officials
District: Washington Township

County: CAMDEN

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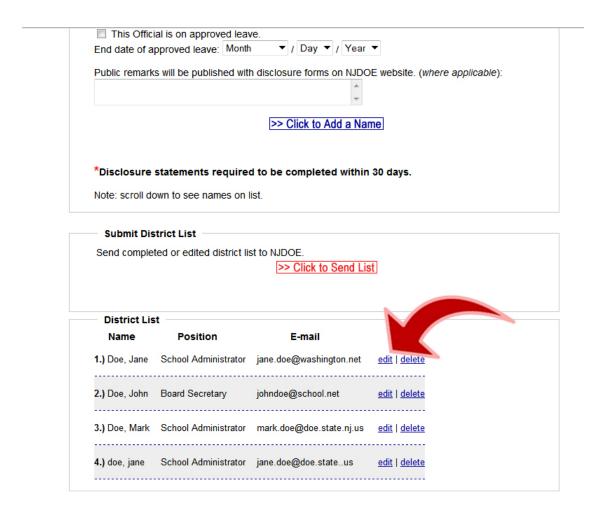
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List of School Officials

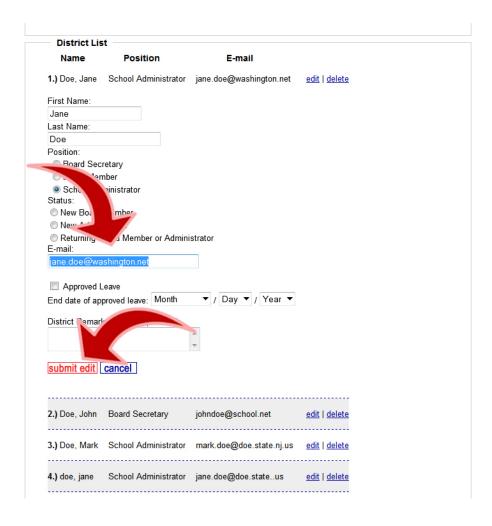
sign out

| Collection Due Date | Collection Status | Submission to JDOE |
|---|-------------------|--------------------|
| June 1, 2014 (valid for June-December 2014) | active | not submitt |
| February 1, 2014 | active | opened |
| June 1, 2013 (valid for May-December 2013) | active | not submitt. |
| February 1, 2013 | active | not submitted |
| June 1, 2012 (valid for June-December 2012) | archive | not submitted |
| February 1, 2012 | archive | not submitted |
| June 1, 2011 | archive | not submitted |
| February 1, 2011 | archive | not submitted |

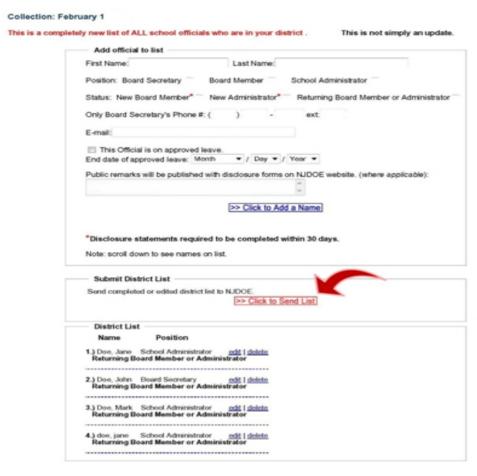
School Ethics Commission NJ Department of Education PO Box 500 Trenton, NJ 08625-0500 (609) 984-6941 The District must click on the edit button that corresponds to the name of the official that requires an edit.



The Board Secretary must identify the item to edit, such as the email address below, then make the edit and then click on "submit edit."



The Board Secretary must again "Click to Send List" in order to view the List and to review or read the Disclosure Statements of School Officials on the List.



The Board Secretary must protect the email addresses of all officials. District and charter schools must not release email addresses provided to the Commission to anyone outside of the County Office or Commission. There is a specific tab to click for an OPRA request (see below). A list printed from the online application will not contain any email addresses.

Board Secretary Report and Certification

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Collection: February 1
Submitted to NJDOE: 12/05/20xx

For requests under NJ's Open Public Records Act (OPRA): CLICK HERE FOR PRINTABLE LIST

| | <u>Name</u> | <u>Position</u> | E-mail | Forms Status | File |
|----|-------------|----------------------|--------------------------|----------------------------|------|
| 1. | Doe, Jane | School Administrator | jane.doe@washington.net | Online forms not completed | |
| 2. | Doe, John | Board Secretary | johndoe@school.net | ons not completed | |
| 3. | Doe, Mark | School Administrator | mark.doe@doe.state.nj.us | Online forms not completed | |
| 4. | doe, jane | School Administrator | jane.doe@doe.stateus | Forms ready for review | |

As school officials complete their Disclosure Statements, the Board Secretary must reenter the School Ethics Commissions online Application in its locked state to review the statements. For instructions on reviewing Disclosure Statements, See the presentation "Board Secretary Review of School Ethics Commission's Disclosure Statements."



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 NJDOE Homeroom http://homeroom.state.ni.us/

Sign-In

| District Code: |
|----------------|
| |
| Username: |
| |
| Password: |
| |
| |
| Sign-In |
| |
| |