

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

**Electronic reporting of Personal/Relative and
Financial Disclosure Statements**

**Board Secretary Review
of the
Online List of School Officials**

The Board Secretary must login to the School Ethics Commission's Application for the List of School Officials.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission List of School Officials

Sign-In

Board Secretaries and Charter School Designees must submit the annual list of names of those school officials who require the filing of the 2011 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 Homeroom Administrator to establish an account. The NJDOE does not provide this service.
- Please reference this [Administrator list](#) to determine your districts 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://homeroom3.state.nj.us/wua/login.jsp>

District Code:

Username:

Password:

Sign-In

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
(609) 984-6941
schoolethics@doe.state.nj.us

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/)

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

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



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

List of School Officials

[sign out](#)

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 red arrows identify the Disclosure Statements that are ready for Board Secretary review.

District: Washington Township
County: CAMDEN

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, 2014 and again by July 1, 2014 for new board members and new administrators who take office after April 30, 2014.

- [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, 2014
Submitted to NJDOE: 12/05/2013

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

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

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
(609) 984-6941
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The Board Secretary must review each part of the Personal/Relative and Financial Disclosure Statement. Below is the Personal Disclosure Section. The box below is available for the Board Secretary to return comments or corrections to the school official. Comments are only necessary if the forms are being returned to the School Official for correction.

**PERSONAL DISCLOSURE STATEMENT
For Calendar Year 2014**

SECTION I. Personal Information


First Name: John
Middle Name: (optional)
Last Name: Doe
E-mail: joh.doe@doe.state.nj.us
Contact Phone #: () -
School Address: 100 School Ave
City: Washington Township
State: NJ
Zip:08777
Position: Board Secretary
School District or Charter School: Washington Township
County: CAMDEN

Spouse Information (if applicable)

First Name: Loretta
Middle Name: S
Last Name: Doe

→ Corrections for SECTION I. Personal Information:

Instructions: County comments, if any, are included. You may add or change comments where appropriate.



Below is the Relative Disclosure Statement. A box is available for the Board Secretary to return comments or corrections to the school official. Below are two of the three questions for the Relative Disclosure Statement.

**RELATIVE DISCLOSURE STATEMENT
For Calendar Year 2014**

This Relative Disclosure Statement is required annually of all school officials in accordance with N.J.S.A. 18A:12-21 et seq., The School Ethics Act. The Relative Disclosure Statement must be filed by April 30th of each year or within 30 days of assuming office or position if newly elected or appointed. This statement is a public record. Before completing this statement, read all instructions and definitions.

SECTION II. Relative Information

1. Is any person related to you, or related to you by marriage, employed by the school district or a charter school in which you hold office or are employed? If you are an employee of the NJSBA, is any person so related to you employed by any school district or charter school? If yes, please provide the information requested below. If no so certify.

I answer no to this question.

→ Corrections for SECTION II. Relative Information #1:

Instructions: County comments, if any, are included. You may add or change comments where appropriate.

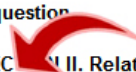


2. Are you or is any person related to you or related to you by marriage, a **party to a contract** with your school district or a charter school? If you are an employee of the NJSBA, are you or is any person so related to you, a party to a contract with any school district? If yes, please provide the information requested below. If no so certify.

I answer no to this question.

→ Corrections for SECTION II. Relative Information #2:

Instructions: County comments, if any, are included. You may add or change comments where appropriate.



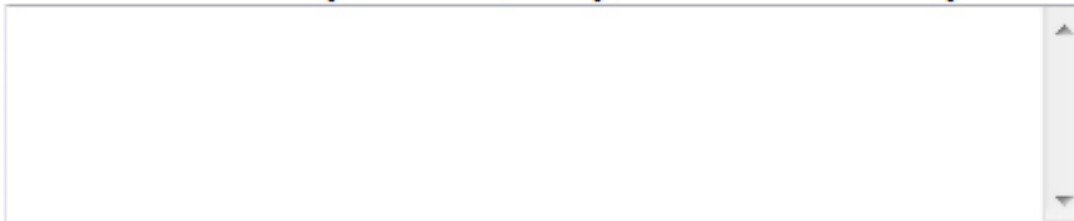
Below is the third question from the Relative Disclosure Statement. A box is available for the Board Secretary to return comments or corrections to the school official.

3. Do you or does any relative **receive compensation from or have any interest in any business** which is a party to a contract with the school district or charter school in which you hold office or are employed? If you are an employee of the NJSBA, do you or does any relative receive compensation from or hold an interest in any business which is a party to a contract with any district? If yes, provide the name of each business and if applicable, school district. If not so certify.

I answer no to this question.

→ **Corrections for SECTION II. Relative Information #3:**

Instructions: County comments, if any, are included. You may add or change comments where appropriate.



Below is the Financial Disclosure Statement. This question seeks financial information about the prior year for the official and all members of the official's immediate family. "Immediate family" is defined as the spouse or domestic partner, and any dependent children residing in the household. A box is available for the Board Secretary to return comments or corrections to the school official.

FINANCIAL DISCLOSURE STATEMENT
Based on your financial information for calendar year 2013

This Financial Disclosure Statement is required annually of all school officials in accordance with [N.J.S.A. 18A:12-21 et seq.](#), The School Ethics Act. The Act requires that information pertain to the preceding calendar year. The Financial Disclosure Statement must be filed by April 30th of each year or within 30 days of assuming office or position if newly elected or appointed. This statement is a public record. Before completing this statement, read all instructions and definitions.

SECTION III. Financial Information

1. List the name and address of each source of income, earned or unearned, from which you or a member of your immediate family received in excess of **\$2,000**. If a **publicly traded security** is the source of income, the security need not be reported unless you or a member of your immediate family has an interest in the business organization. If you are a district employee, be sure to list the district board or charter school as a source of income. Client fees received through a business need not be separately reported.

Name of Source	Address of Source	Name of Recipient	Relationship
Washington Township	100 School Ave Washington Township, NJ BOE 08777	John Doe	Self
Sears & Roebuck	1 Main Street Moorestown, NJ 08053	Loretta S Doe	Spouse

→ Corrections for SECTION III. Financial Information #1:

Instructions: County comments, if any, are included. You may add or change comments where appropriate.

2. List the name and address of each source of **fees/honorariums or gifts/reimbursements or prepaid expenses** having an aggregate amount exceeding \$250 from any single source, excluding relatives, received by you or an immediate family member. Be sure to list any reimbursement received from the district or charter school for such things as **conference attendance, tuition/dues reimbursement, personal appearances, speeches, or writing**.

Not Applicable.

→ Corrections for SECTION III. Financial Information #2:

Instructions: County comments, if any, are included. You may add or change comments where appropriate.

“Immediate family” is defined as the spouse or domestic partner, and any dependent children residing in the household. A box is available for the Board Secretary to return comments or corrections to the school official.

3. List the name and address of all **business organizations** in which you or a member of your immediate family held an interest during the preceding calendar year.

Name of Busn. Organization	Address of Busn. Organization	Name of Interest Holder	Relationship
First Christian Church of Warrenton Township		Financial Secretary John Doe	Self

→ **Corrections for SECTION III. Financial Information #3:**

Instructions: County comments, if any, are included. You may add or change comments where appropriate.

→ **Select One:**

- Return to School Official for correction.
- I have reviewed the forms and consider them ready for county review.

Submit

The Board Secretary must determine whether to return the statements to the school official for correction or to approve the statements and forward them for county review. See the choices below. The Board Secretary must then click “Submit”. See red arrows below. Based upon the choice made the forms are then returned to the school official with an automatic email or forwarded for county review.

3. List the name and address of all **business organizations** in which you or a member of your immediate family held an interest during the preceding calendar year.

Name of Busn. Organization	Address of Busn. Organization	Name of Interest Holder	Relationship
First Christian Church of Washington Township	Financial Secretary	John Doe	Self

→ **Corrections for SECTION III. Financial Information #3:**

Instructions: County comments, if any, are included. You may add or change comments where appropriate.

→ **Select One:**

- Return to School Official for correction.
- I have reviewed the forms and consider them ready for county review.

Submit

The List will identify the status of each official's Disclosure Statement. The List below indicates that John Doe's statement has been returned to him for correction. An automatic email has also been sent to John Doe requesting correction. The List below indicates that the other school officials have not yet completed their statements.

Board Secretary Report and Certification

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- [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, 2014
Submitted to NJDOE: 12/05/2013

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

District List					
	<u>Name</u>	<u>Position</u>	<u>E-mail</u>	<u>Forms Status</u>	<u>Filed</u>
1.	Doe, Jane	School Administrator	jane.doe@washington.net	Online forms not completed	
2.	Doe, John	Board Secretary	joh.doe@doe.state.nj.us	Returned forms for correction	
3.	Doe, Mark	School Administrator	mark.doe@doe.state.nj.us	Online forms not completed	
➔ 4.	doe_jane	School Administrator	jane.doe@doe.state..us	Forms ready for review	

School Ethics Commission
 NJ Department of Education
 PO Box 500
 Trenton, NJ 08625-0500
 (609) 984-6941
schoolethics@doe.state.nj.us

This is the Board Secretary Certification to the County Office of Education. Upon completion or by May 11th the Board Secretary must electronically submit this document to the county office. The document lists those officials who have failed to file and requires that the Board Secretary provide the NJ Department of Education the **home address** of any official on the List.



School Ethics Commission
 List of School Officials
 District: Washington Township
 County: CAMDEN

2014 CERTIFICATION BY BOARD SECRETARY/CHARTER SCHOOL DESIGNEE
 TO FILE WITH THE OFFICE OF THE EXECUTIVE COUNTY SUPERINTENDENT
 ABOUT DISCLOSURE STATEMENTS

DISTRICT OR CHARTER SCHOOL: Washington Township

NAME OF BOARD SECRETARY/BUSINESS ADMINISTRATOR: John Doe

TITLE: Board Secretary/Business Administrator

PHONE: (856) 777 7777 ext: 1234

DATE: 12/09/2013

Pursuant to N.J.A.C. 6A:28-3.2(g), I hereby certify that as board secretary/business administrator, I have reviewed online, each disclosure statement to ensure that:

- The Personal, Relative and the Financial Disclosure Statements have been completed, reviewed by me and are certified;
- That all questions have been answered or indicated as not being applicable ("N/A").

Officials Filing Out of Time

Pursuant to the School Ethics Act N.J.S.A. 18A:12-26(3)(b), school officials must file Disclosure Statements by April 30th. Newly appointed board members and administrators, who have not previously filed in this District/Charter School have 30 days from assuming office to file Disclosure Statements.

Officials who filed their final accepted Disclosure Statements out of time:

School Official	Officials's Certification Date	Date of acceptance by DOE
No names to report		

Officials who have failed to file Disclosure Statements

I also certify that as Board Secretary/Business Administrator that all officials on the district's online List of School Officials who are required to file the Personal/Relative and the Financial Disclosure Statements have completed their statements with the exception of the officials whose names and current home addresses appear below.

1. Doe, Jan (Returning Board Member or Administrator)
 Enter Home Address:
 1 Home Ave.
 Washington, NJ 08077
2. Doe, John (Returning Board Member or Administrator)
 Enter Home Address:
 1234 Residence Rd.
 Washington, NJ 08077
3. Doe, Mark (Returning Board Member or Administrator)
 Enter Home Address:
 14 Main Street
 Washington, NJ 08077
4. doe, jane (Returning Board Member or Administrator)
 Enter Home Address:
 22 Next Ave.
 Washington, NJ 08077

I hereby certify that the above statements made by me are true.

[>> Send Certification Form](#)

Board Secretary Certification is automatically emailed to the County Offices and reported to the School Ethics Commission.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

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.

>>[click here to return to the main page.](#)

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
(609) 984-6941
schoolethics@doe.state.nj.us

Board Secretary Certification is stored within the application below the link identified by the red arrows.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

List of School Officials

[main page](#) | [sign out](#)

District: Washington Township

County: CAMDEN

Collection: February 1, 2014

Submitted to NJDOE: 12/17/2013

[Board Secretary Report and Certification](#) - Filed 12/17/2013



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

District List

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

Final version of Board Secretary Certification that is automatically forwarded to the County Office.



School Ethics Commission
List of School Officials
District: Washington Township
County: CAMDEN

2014 CERTIFICATION BY BOARD SECRETARY/CHARTER SCHOOL DESIGNEE TO FILE WITH THE OFFICE OF THE EXECUTIVE COUNTY SUPERINTENDENT ABOUT DISCLOSURE STATEMENTS

DISTRICT OR CHARTER SCHOOL: Washington Township
NAME OF BOARD SECRETARY/BUSINESS ADMINISTRATOR: John Doe
TITLE: Board Secretary/Business Administrator
PHONE: (856) 777 - 7777 ext: 1234
DATE: 12/17/2013

Pursuant to N.J.A.C. 6A:28-3.2(g), I hereby certify that as board secretary/business administrator, I have reviewed online, each disclosure statement to ensure that:

- ☒ The Personal, Relative and the Financial Disclosure Statements have been completed, reviewed by me and are certified;
- ☒ That all questions have been answered or indicated as not being applicable ("N/A").

Officials Filing Out of Time

Pursuant to the School Ethics Act N.J.S.A. 18A:12-26(3)(b), school officials must file Disclosure Statements by April 30th. Newly appointed board members and administrators, who have not previously filed in this District/Charter School have 30 days from assuming office to file Disclosure Statements.

Officials who filed their final accepted Disclosure Statements out of time:

School Official	Officials's Certification Date	Date of acceptance by DOE
No names to report		

Officials who have failed to file Disclosure Statements

I also certify as Board Secretary/Business Administrator that all officials on the district's online List of School Officials who are required to file the Personal/Relative and the Financial Disclosure Statements have completed their statements with the exception of the officials whose names and current home addresses appear below.

1. Jane Doe -
Home Address: 1 Home Ave. Washington, NJ 08077
2. John Doe -
Home Address: 1234 Residence Rd. Washington, NJ 08077
3. Mark Doe -
Home Address: 14 Main Street Washington, NJ 08077
4. jane doe -
Home Address: 22 Next Ave. Washington, NJ 08077

✓ I hereby certify that the above statements made by me are true.



Board Secretary Review

The Board Secretary must continue to sign-in to the School Ethics Commission's online application to review and approve or return the Disclosure Statements to the School Official for correction. A Power Point Presentation is available online for Board Secretary instruction on the Schools Ethics Commission

[Disclosure Statements webpage:](https://www.nj.gov/education/ethics/fds/index.shtml)

<https://www.nj.gov/education/ethics/fds/index.shtml>