



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

INSTRUCTIONS FOR FILING DISCLOSURE STATEMENTS AND DEFINITIONS - 2012

Requirements concerning the filing of this form
are found in N.J.S.A. 18A:12-21 et seq.

INSTRUCTIONS

School officials who are required to complete annual disclosure statements as defined in the Definitions section below **must** complete **both** the PERSONAL/RELATIVE AND FINANCIAL DISCLOSURE STATEMENTS attached hereto. Please read all instructions and definitions completely before filling in the requested information.

- **Timeline for filing:** These statements must be filed by April 30th of each calendar year or within 30 days of assuming office or position if you are newly elected or appointed. Failure to file a statement by the deadline may subject you to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.
- **Complete all sections:** The Personal/Relative Disclosure Statement includes information on the school official and relatives, based on the definitions below and should be completed consistent with the 2012 calendar year. **The Financial Disclosure Statement is based on the preceding calendar year, 2011.** Fill in each line indicating not applicable with an "N/A" if appropriate, **except Section I, Item 1 of the Financial Disclosure Form.** **No section should remain completely blank.**
- The certification as to both statements must be dated and signed in the space provided. **Signatures must be original** when filed with your local Board Secretary or Charter School Designee.
- **Please remove this instruction page before returning the forms to the Board Secretary or Charter School Designee to be filed with the Office of the Executive County Superintendent. Where possible, please try to use blue ink.**

Once completed, **the original of both sides** must be filed with the Board Secretary or the Charter School Designee who shall maintain a copy on file in the district or charter school and submit the **original** to the **Office of the Executive County Superintendent** for reference by the public and periodic audits by the School Ethics Commission. The Executive County Superintendent shall maintain the original on file in the County Office.

DEFINITIONS

"Administrator" means any officer, other than a board member, or employee of a local school district or charter school district who:

- (i) holds a position which requires a certificate that authorizes the holder to serve as a school administrator, principal, or school business administrator, or
- (ii) holds a position which does not require that the person hold any type of certificate, but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or
- (iii) holds a position which requires a certificate that authorizes the holder to serve as a supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district;

“Board Member” means any person holding membership whether by election or appointment on any board of education other than the State Board of Education.

“Board of Trustees” means the public agent authorized by the State Board of Education to supervise and control a charter school.

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity, but shall not include a local school district or any other public entity.

“Income” for purposes of these rules shall be as defined by the Internal Revenue Service, except as otherwise provided in N.J.S.A. 18A:12-26(a)(1) and also include loans that are not from lending institutions or family members.

“Interest” means the ownership or control of more than 10 % of the profits, assets, or stock of a business, but shall not include the control of assets in a labor union.

“Local School District” means any local or regional school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes and any jointure commission, county vocational school, county special services district, education services commission, educational research and demonstration center, environmental education center, and educational information and resource center.

“Member of immediate family” means the spouse or dependent child of a school official residing in the same household.

“Relative” means the spouse, natural or adopted child, parent or sibling of a school official.

“School Official” means a board member, a member of the board of trustees of a charter school, an administrator of a local school board or charter school or an employee or officer of the New Jersey School Boards Association, but not including any member of the secretarial, clerical or maintenance of the Association.

“Spouse” means the person to whom the school official is legally married under New Jersey law and also includes a partner in a civil union couple as established in N.J.S.A. 37:1-33.

ORIGINAL STATEMENTS WITH ORIGINAL SIGNATURE IN INK IS TO BE GIVEN TO BOARD SECRETARY TO FILE WITH THE EXECUTIVE COUNTY SUPERINTENDENT

SCHOOL ETHICS COMMISSION PERSONAL/RELATIVE DISCLOSURE STATEMENT For Calendar Year 2012

This Personal/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 Personal/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 I. Personal Information

First Name: _____ Middle: _____ Last Name: _____

Please place an "x" in the space that identifies the capacity in which you are filing this form:

Board Member _____ Administrator _____ Employee of the NJSBA _____ Charter School Trustee _____

School District or Charter School: _____ County: _____

Home Address: _____

(School Administrators may use school address)

If a Board Member - Term of Office: _____ (year) to _____ (year)

Spouse's First Name: _____ Middle: _____ Last Name: _____

SECTION II. Relative Information

Please complete numbers 1, 2 and 3 below. If not applicable, please indicate "N/A." If additional space is required, please attach separate sheet(s).

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?

Name	Relationship	District/Charter School	Position

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 so, please set forth:

Name	Relationship	Nature of Contract	District/Charter School

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 so, list the name of each business and if applicable, school district.

Name	Relationship	Business	District/Charter School

STATEMENT IS TO BE GIVEN TO BOARD SECRETARY TO FILE WITH THE EXECUTIVE COUNTY SUPERINTENDENT

SCHOOL ETHICS COMMISSION FINANCIAL DISCLOSURE STATEMENT (Discloses Information from Calendar Year 2011)

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 I. Financial Information

Please provide the following information for yourself and members of your immediate family for the preceding calendar year. **If additional space is required, please attach separate sheet(s) as needed.**

1. THIS SECTION MUST BE COMPLETED: "N/A" IS NOT ACCEPTABLE

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

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**.

Name of Source	Address of Source	Name of Recipient	Relationship

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

SECTION II. Certification

I understand that my signature on these statements shall constitute a representation of the accuracy of the contents. I hereby certify that these disclosure statements contain no willful misstatement or omission of material fact and constitute a full disclosure with respect to all matters required by N.J.S.A. 18A:12-21 et seq. I am aware that if I fail to file a statement or if I file a statement containing information that I know to be false, I shall be subject to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-29.

Original Signature

Date

Sign and print name of preparer if not prepared by school official _____
