



Egg Harbor Township Board of Education
OPEN PUBLIC RECORDS ACT REQUEST FORM
13 Swift Drive, Egg Harbor Township, NJ 08234
(609) 646-8441 & (609) 601-2904 (Fax)
smithd@eht.k12.nj.us
Daniel Smith



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Stephen MI F Last Name Martz
E-mail Address opra+request-94450-db7ee8b0@requests.opramachine.com
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
Under penalty of N.J.S.A. 2C:28-3, I certify that
1. I ☐ HAVE / ☒ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, ☐ WILL / ☒ WILL NOT use the requested government records for a commercial purpose;
3. I ☐ AM / ☒ AM NOT seeking records in connection with a legal proceeding.
Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

Records requested:

1. The completed Ethics Policy signed by Patrick Ireland.
2. Any acknowledgment, certification, or attestation accompanying the Ethics Policy.
3. The date the Ethics Policy was signed and submitted.
4. Any subsequent version or updated Ethics Policy signed by Patrick Ireland, if applicable.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	<u>08/17/2026</u>	Deposit	_____
Ready Date	<u>08/17/2026</u>	Balance Due	_____
Total Pages	<u>4</u>	Balance Paid	_____

Records Provided

Bylaw 0142.1 NJSBA Code of Ethics as well as the Code of Ethics Acknowledgment signed and submitted by Patrick Ireland on 01/06/2026 was provided.

Custodian Signature _____ Date 08/17/2026

ACKNOWLEDGEMENT OF RECEIPT

Code of Ethics for School Board Members

Please sign this acknowledgement of receipt to confirm that you have received a copy of the Code of Ethics for School Board Members contained within this recent amendment to the School Ethics Act, C.178, P.L. 2001.

Each school board member and charter school trustee is responsible to read and become familiar with the Code of Ethics for School Board Members. Questions about the policy should be directed to your Business Administrator/ Board Secretary. If unable to answer the question, the BA/BS may direct you to the School Ethics Commission from whom you may request an advisory opinion.

The Code of Ethics became a part of the School Ethics Act on July 26, 2001 so it is effective immediately. Failure to sign this acknowledgement will not relieve a board member of the responsibility to understand and adhere to the Code of Ethics.

Patrick Ireland

BOARD MEMBER'S NAME (PLEASE PRINT)


BOARD MEMBER'S SIGNATURE

6 Jan 2026
DATE

Please sign and return this sheet to the Business Administrator/Board Secretary



Bylaws

Egg Harbor Township Board of Education

0142.1

NJSBA Code of Ethics

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts as its own the School Board Member Code of Ethics promulgated by the New Jersey School Boards Association and reproduced below.

1. I will uphold and enforce all laws, State Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my Board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education, and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution.

Each Board Member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12.21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgments in the Business Office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A.12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Board Secretary will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

N.J.S.A. 18A:13-7

N.J.S.A. 18A:11-1

Revision: 10/14/2003