

DISCLOSURE DIVISION

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(Signature)

- ☒ **WAIVER REQUEST**
☐ **ANSWER**
☐ **RECONSIDERATION REQUEST**
☐ **UNTIMELY**

DATE: 10/12/2020

DOCKET #: 2020-750

Ashley Wimberley, Director
Disclosure Division

FILER INFORMATION

Name: Ms. Tonya M. Williams
Address: 7119 Janet St., Houston, TX 77055
Office/Position: Collegiate Academies
Dates of Service: 2016-2020
Number of Disclosures and/or Amendments Filed with Agency: 6

REPORT INFORMATION

Name of Report: Tier 3 Annual Personal Financial Disclosure covering calendar year 2018
Report ID: PFD19011136
Original Due Date: 5/15/2019
NOD Received: 8/6/2019 - Donnell Williams (husband)
PFD/Answer Due Date based on NOD: 8/15/2019
PFD/Answer Filed: 11/14/2019

LATE FEE INFORMATION

Amount of Late Fee: \$1500
Days late from receipt of NOD: 91
Total days late from initial due date: 183
Late Fee Order Received: 8/3/2020
Payment/Waiver Request Due Date: 8/24/2020
Waiver Request Received: 8/14/2020

COMMENTS:

Tonya M. Williams is requesting a waiver for the late filing of her 2018 PFD Statement. Mrs. Williams stated she completed her disclosure and sent it to the Collegiate Academy on April 29, 2019, two weeks prior to the May 15, 2019 deadline. Ms. Williams stated she has filed her annual disclosure in this manner each year since being on the board and has never had a late filing before. However, due to a clerical error, the Collegiate Academy did not submit her disclosure to the BOE. Once aware of the missing PFD, her disclosure was uploaded and the board chair, Stephen Rosenthal submitted an email explaining why the disclosure was late. Mrs. Williams said that this is the first time a Collegiate Board member has ever received a delinquency notice. Mrs. Williams thanks the Ethics Board for considering waiving her late fee.

This is Mrs. Williams first late filing and first late fee. An amended disclosure has been filed and deemed complaint.

OTHER LATE FEE INFORMATION

Disclosure Statements:

- Other Outstanding Statements: No
- Other Outstanding Late Fees: No
- Prior Late Fees: No
- Reassessed Late Fees: No

Campaign Finance:

- Outstanding Late Fees: No
- Prior Late Fees: No

Louisiana Board of Ethics
By Fax 225 381 7271

Re Late Fee Assessment
2018 Tier 3 Financial Disclosure
Tonya Williams PFD19011136
Collegiate Academies Charter Board

Dear Board of Ethics,

I am writing to request a waiver of the late fee on my 2018 Tier 3 Financial Disclosure.

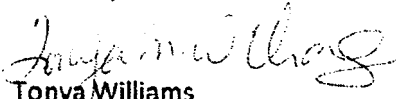
I served on the Collegiate Academies Charter School board and completed my financial disclosure form and sent it to Collegiate Academies on April 29th 2019, which was two weeks prior to the due date. This is what I had done every year prior. However, due to a clerical error, Collegiate did not file the form. The error was uncovered when the Board of Ethics sent a notice in August. The financial disclosure was promptly uploaded and the board chair, Stephen Rosenthal, sent an email to the Board of Ethics explaining that the lateness.

Please note that except for this clerical error on the part of Collegiate, my financial disclosure has been received in a timely manner every year since I joined the board in 2016. Also per the Collegiate Board Chair, this is the first time that there has been a notice involving a Collegiate Board member.

Please find below a copy of the email sent by our board chair to the Board of Ethics in August 2019 explaining the reason for the late filing. If you need additional information, Mr. Rosenthal's email is srosenthal1000@gmail.com

Thank you for your consideration. And please note that I have moved. Please use the address below future correspondence or email me at Tonya.Williams@shell.com

Sincerely,


Tonya Williams
7119 Janet Street
Houston, TX 77055

ETHICS BOARD REC'D
AUG 17 '20 AM 8:09

ETHICS BOARD RECD
OCT 12 '20 PM 12:14

October 12, 2020

Ms. Ashley Wimberley
Personal Financial Disclosure Director
Ethics Administration
P. O. Box 4368
Baton Rouge, LA 70821

Dear Ms. Wimberley,

I am the board chair of Collegiate Academies, and am writing this letter in support of a waiver for Ms. Tonya Williams in connection with her 2018 financial disclosure filing.

Every year we work hard to make sure that all board members file both their initial and amended financial disclosure forms on time. Years ago we had all board members send the form to the administrative assistant, who would then submit the forms to the Board of Ethics. Then we shifted to give board members the option to upload the form themselves. However, in 2019 we changed the directions to have each board member upload the form themselves and send a copy of the certificate to the administrative assistant. Ms. Williams missed that change and in April 2019 emailed her scanned form directly to the administrative assistant, with a cc to me. The assistant and I both missed that Ms. Williams had sent the form and not the certificate, and we checked her off on our list.

In August Ms. Williams received the letter from the Board of Ethics that she had not filed. She brought the letter to me and I realized what had happened. So I asked her to immediately fax the form to the Board of Ethics. However, I did not look carefully at her form – and neither of us realized that she had failed to include the first page. I suspect this was due to a scanning error when she scanned her form in April. And, of course, without a first page, it was not possible for the Board of Ethics to match the form to her name.

Ms. Williams sent the fax from Shell Oil Company's New Orleans office. She is now working for Shell in Houston and given Covid restrictions does not have access to the New Orleans office. We have not been able to determine the phone number from which her fax was sent as Shell's system assigns random numbers to faxes.

Every year I personally verify that all board members have submitted by checking the LABOE's website. I do this verification in August prior to submitting a written affirmation to the Orleans Parish School Board (NOLA PS). NOLA PS sent the form to me on

9/7/19, and when I saw the Ms. Williams' 2018 disclosure was not listed, I assumed that it was just due to a reasonable delay between her faxing the form and it showing up on the website.

I have previously sent copies of emails:

- 1) Email date 4/29/19 from Ms. Williams to myself and Kate Tynan, the administrative assistant at Collegiate, with the FD form.
- 2) Email string dated 8/29/19 between myself and Ms. Williams concerning the letter from the LABOE

In addition, for consideration:

- 1) I can attest that I spoke directly to Ms. Williams by phone after the August email and she let me that she had just sent the fax to the LABOE.
- 2) Ms. Williams is a very responsible person and board member. She timely submitted all prior and subsequent financial disclosures since she joined the board in 2016. She also timely submitted her amended 2018 financial disclosure in November of 2019.
- 3) The Collegiate board has been very responsible in submitting financial disclosures on time and there have been no prior issues.

So, I do hope that the Board of Ethics will consider the totality of the information in consideration of this request.

Thank you for your help and please advise if there is anything additional that I can add.

Sincerely,



Stephen Rosenthal
Board Chair
Collegiate Academies.

Ashley Wimberley

From: Stephen Rosenthal <srosenthal1000@gmail.com>
Sent: Tuesday, August 18, 2020 9:27 AM
To: Ashley Wimberley
Subject: Fwd: Tonya Williams Failure to file 2018 disclosure

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

----- Forwarded message -----

From: **Stephen Rosenthal** <srosenthal1000@gmail.com>
Date: Thu, Aug 22, 2019 at 12:50 PM
Subject: Re: Tonya Williams Failure to file 2018 disclosure
To: <blair.perkins@la.gov>
Cc: Tonya Williams <Tonya.Williams@shell.com>

Dear Mr. Perkins

I am chair of the Collegiate Academies charter school board. One of our board members, Mrs. Tonya Williams, received a certified letter on her failure to file her 2018 disclosure. It seems that the failure was on the part of our Charter School staff, not on the part of Ms. Williams. Ms Williams has now filed the form via the Board of Ethics website.

More detail if it is needed: Mrs. Williams actually completed the form and emailed it to our staff person on April 29, 2019, which was the same process she had followed the prior year. However, the staff person thought it was a confirmation and did not realize that she was supposed to file it.

On behalf of Collegiate Academies, I do hope that the current filing is sufficient and that any fines will be waived. Please let us know if there is a formal process we need to follow or if additional documentation is required.

Thank you for your consideration,

Stephen Rosenthal, Board Chair
Collegiate Academies.

Ashley Wimberley

From: Stephen Rosenthal <srosenthal1000@gmail.com>
Sent: Tuesday, August 18, 2020 9:26 AM
To: Ashley Wimberley
Subject: Re: Financial Disclosure 2018

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Email string #1

On Wed, Aug 21, 2019 at 2:28 PM Stephen Rosenthal <srosenthal1000@gmail.com> wrote:
Hi Tonya,

Thank you for coming last night.

And, thanks for bringing the letter from the Board of Ethics. If I am reading this correctly it says that you have 7 business days from the date of receipt of the letter to file your Disclosure for 2018. The 2018 statement was the one due on May 15 2019. (filing is made for the previous year). I've attached a scan of the letter.

I have you marked as having filed on my worksheet, but I don't have a copy of your confirmation. I will send my original email under separate cover which shows you what it looks like and connects you to the form.

If you have a confirmation from the Board of Ethics that you filed in 2019 (for 2018) please forward to me. If you have don't please file as soon as possible. Let me know either way and I'll write to the Board and let them know there was confusion over which year, etc.

Best,

Steve

Ashley Wimberley

From: Stephen Rosenthal <srosenthal1000@gmail.com>
Sent: Tuesday, August 18, 2020 1:57 PM
To: Ashley Wimberley
Subject: Fwd: Financial disclosure 2018

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Ms. Wimberly,

We're not going to be able to obtain the number from which the fax was sent. email string below, but Shell's system uses multiple numbers and Ms. Williams cannot gain access to the New Orleans Shell offices or her hard files due to Covid restrictions.

Is there any chance that the emails strings I have sent along with our statements can suffice?

And, whatever the answer, I thank you for your help and patience.

Stephen Rosenthal

----- Forwarded message -----

From: <williamsbrunei@gmail.com>
Date: Tue, Aug 18, 2020 at 1:47 PM
Subject: Re: Financial disclosure 2018
To: Stephen Rosenthal <srosenthal1000@gmail.com>

Steve,
I do not. They are random numbers generated from our network.
Tonya

On Aug 18, 2020, at 12:23 PM, Stephen Rosenthal <srosenthal1000@gmail.com> wrote:
But do you have any fax number on something else you faxed?

On Tue, Aug 18, 2020 at 10:26 AM <williamsbrunei@gmail.com> wrote:
Steve,
I have no idea. Done from one of the machines in One Shell (Whitney Center). We don't live there now and they are only allowing specific employees into the building. I also kept a Collegiate file locked in my work cabinet but we aren't allowed to go back.
Regards,
Tonya

> On Aug 18, 2020, at 9:35 AM, Stephen Rosenthal <srosenthal1000@gmail.com> wrote:
>
>

Ashley Wimberley

From: Help Ethics
Sent: Tuesday, August 18, 2020 11:25 AM
To: Ashley Wimberley
Subject: [Ticket #33202] Possible Missing fax

Ticket was assigned to Katrina Freeman.

On Aug 18, 2020 @ 11:25 am, Katrina Freeman wrote:

I have searched and was unsuccessful in locating anything faxed over other than the item dated for 08/14/2020.

Ticket History

On Aug 18, 2020 @ 11:25 am, Katrina Freeman wrote:

Assigned to Katrina Freeman.

On Aug 18, 2020 @ 11:18 am, ashley.wimberley@la.gov wrote:

Good morning,

I'm looking for a 2019 PFD from Tonya Williams, fax number (832) 804-7685, claimed to be faxed to us during August 2019.

I have her uploading an incomplete 2019 PFD on 11/14/2019, so can you check August 2019 to November 2019.

Thanks!

Ashley Wimberley

Ethics Administration

P. O. Box 4368

Baton Rouge, LA 70821

(225) 219-5600 - Office

(800) 842-6630 - Toll Free

(225) 381-7271 - Fax

www.ethics.la.gov (<http://www.ethics.la.gov/>)

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email or visit the URL below with any additional details.

<http://WIN-7EV4U3JQ9MI/portal/view-help-request/33202>

Re: Tonya Williams Failure to file 2018 disclosure

Charters Collegiate

Stephen Rosenthal <srosenthal1000@gmail.com>

Aug
22.
2019

12:5
0
PM

to blair.perkins, Tonya

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On behalf of Collegiate Academies, I do hope that the current filing is sufficient and that any fines will be waived. Please let us know if there is a formal process we need to follow or if additional documentation is required.

Thank you for your consideration,

Stephen Rosenthal, Board Chair
Collegiate Academies.