

POLICY

BOARD OF EDUCATION MEETINGS

Board of education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board of education are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting, which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

The board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of pupils with disabilities on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the pupil.

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

The board shall include a discussion of the School Ethics Act and the Code of Ethics for School Board members annually at a regularly scheduled public meeting.

In a regular meeting by September 30 of each year, the chief school administrator shall report to the board the number of pupils graduated and the number of pupils denied graduation from the prior 8th grade class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

In a regular board meeting by October 30 of each year, the chief school administrator shall provide a quality assurance report that includes information on the following topics:

- A. The status of all capital projects in the school district's long-range plan;
- B. The maximum permitted amount of the school district's reserve account;
- C. Implementation of school-level plans;

BOARD OF EDUCATION MEETINGS (Continued)

- D. Achievement of performance objectives;
- E. Each school report card, including pupil performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;
 - I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and non-certified nurses developed by the school district.

Other items presented at board meetings must include, but are not limited to:

- A. Presentation of audit report;
- B. Presentation of budget;
- C. Student attendance;
- D. Dropout statistics; other demographic data;
- E. Mandated in-service programs.

In addition, the board shall conduct a public hearing in October to allow the chief school administrator to report to the board all acts of violence and vandalism that occurred during the previous school year. The proceedings shall be transcribed and kept on file by the board. The transcription shall be made available to the public.

Legal References:

- | | |
|-------------------------|--|
| N.J.S.A. 10:4-6 et seq. | Open Public Meeting Act |
| N.J.S.A. 18A:7C-7 | School administrators report on students awarded or denied diplomas |
| N.J.S.A. 18A:10 | Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum |

BOARD OF EDUCATION MEETINGS

Legal References (Continued)

N.J.S.A. 18A17-46	Act of violence; report by school employee; notice of action taken; annual report
N.J.S.A. 18A:22-10	Fixing day, etc., for public hearing
N.J.S.A. 18A:22-13	Public hearing; objectives; heard, etc.
N.J.S.A. 18A:23-5	Meeting of the board; discussion of report
N.J.A.C. 6:3-1.3	Requirements for the Code of Ethics for school board members and charter school board of trustee members
N.J.A.C. 6:3-1.6	Reporting and staffing of school districts
N.J.A.C. 6:8-2.1	Quality assurance annual report
N.J.A.C. 6:8-2.2	School-level planning
N.J.A.C. 6A:8-5.2(e)	High school diplomas
N.J.A.C. 6A:14-1.1 et seq.	Special Education
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
See particularly:	
N.J.A.C. 6A:30-2.4, - 3.1	

Manual for the Evaluation of Local School Districts (September 2002)

Cross References:

1100	Communicating with the public
2240	Research, evaluation and planning
3100	Budget planning, preparation and adoption
3570	District records and reports
3571.4	Audit
5131.5	Vandalism/violence
5145.5	Photographs of pupils
6142.2	English as a second language; bilingual/bicultural
6142.6	Basic skills
6171.1	Remedial instruction
6171.3	At-risk and Title 1
6171.4	Special Education
9322	Public and executive sessions
9323/9324	Agenda preparation/advance delivery of meeting material
9326	Minutes
9322.1	Public Participation

Key Words :

Board of Education Meetings, Reporting to the Public, Communicating with the Public, Confidentiality

BOARD OF EDUCATION MEETINGS
Legal References (Continued)

Date: Revised – First Reading – November 25, 2003
Second Reading and Final Adoption – May 24, 2005

Revised – First Reading – December 19, 2006
Second Reading and Final Adoption – January 30, 2007

[Return to Section Index](#)

[Return to Main Index](#)