

### **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, Special, and Work Session 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.

#### **Coverage of Board Meetings**

Representatives of all news media are invited to attend all public meetings of the Board of Education. Meeting announcements shall be furnished to newspapers and other news media which communicate within the school District.

In its dealing with the press, the school system will be frank and open, recognizing the privilege of the press to publish newsworthy information, and the obligation to meet the requirements of the Open Public Meetings Act.

#### **Public Participation**

Board meetings shall be conducted to carry on the business of the District and the schools and therefore are not public meetings, but meetings held in public. The Board welcomes attendance of the public at all meetings held in public and encourages the public to provide input at those meetings as follows:

##### **A. Regular Monthly Meetings,**

Agendas will be provided. A maximum of a half hour (30 minutes) for public input on agenda items shall be scheduled at each meeting prior to action on any agenda items. A maximum of three quarters of an hour (45 minutes) for public input on any topic relating to the Board's conduct of the schools shall be scheduled at the end of the meeting. These times may be extended by a vote of a majority of the quorum of the Board. When addressing the Board, each speaker shall be allowed three (3) minutes for comment and no one shall be allowed to speak again until all others who wish to speak for the first time have had their turn

##### **B. Work Session Meetings**

Agendas will be provided and will cover all business except human resources. These meetings are working sessions of the Board and public input shall only be accepted at the end of the meeting. A maximum of three quarters of an hour (45 minutes) for public input on any topic relating to the Board's conduct of the schools shall be scheduled at the end of the meeting. These times may be extended by a vote of a majority of the quorum of the Board. When addressing the Board, each speaker shall be allowed three (3) minutes for comment and no one shall be allowed to speak again until all others who wish to speak for the first time have had their turn

If the meeting permits Board action at a work session and if an action item(s) is put on the work session agenda, public input on the item(s) will be allowed prior to the Board vote. When addressing the Board, each speaker shall be allowed three (3) minutes for comment and no one shall be allowed to speak again until all others who wish to speak for the first time have had their turn.

**BOARD OF EDUCATION MEETINGS (continued)****C. Special Meetings**

Agendas will be provided. A maximum of a half hour (30 minutes) for public input related to the subject of the meeting as indicated on the agenda shall be scheduled at the beginning of the meeting. Time may be extended by a vote of a majority of the quorum vote of the board. A maximum of three quarters of an hour (45 minutes) for public input on any topic relating to the Board's conduct of the schools shall be scheduled at the end of the meeting. When addressing the board, each speaker shall be allowed three (3) minutes for comment and no one shall be allowed to speak again until all others who wish to speak for the first time have had their turn.

**Identification of Students**

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

**Meeting Particulars**

Advance announcement of all regular, work session, scheduled special, and specially called meetings of the Board is made through newspapers and other appropriate media outlets in accordance with the Open Public Meetings Act. Meeting dates are also posted at the Borough Hall and on the Board of Education bulletin board. When required by monitoring, the Board Secretary shall publish a special notice in advance of the meeting, describing the purpose of the meeting and the availability of the materials for review.

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.

The Superintendent shall provide ongoing updates on all community advisory committees and individual projects.

In a regular meeting by September 30 of each year, the Superintendent shall report to the Board on enrollment as required.

In a regular Board meeting the Superintendent shall provide a report which includes information on some or all of the following topics:

- A. Implementation of school-level plans;
- B. Achievement of performance objectives;
- C. Each school report card, including student performance results and student behavior data;
- D. Professional development activities;
- E. Condition of school facilities;
- F. Status of mandated program reviews;
- G. Community support data as detailed in the administrative code;
- H. The status of all capital projects in the school district's long range plan;

**BOARD OF EDUCATION MEETINGS (continued)**Meeting Particulars (continued)

- I. The maximum permitted amount of the school district's reserve account;
- J. The assignment plan for certified and noncertified 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 inservice programs
- F. Annual plans for special education, bilingual/ESL and basic skills programs

Violence/Vandalism and Harassment, Intimidation and Bullying Reporting

Twice a year (between September 1 and January 1 and between January 1 and June 30), the superintendent will submit to the board of education and the department of education a report accurately detailing in accordance with all statutory and code requirements each incident of violence, vandalism, harassment, intimidation, bullying, and alcohol and other drug abuse within the school district during the reporting period. The report shall be submitted utilizing the Electronic Violence and Vandalism Reporting system (EVVRS.)

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
	<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A.</u> 18A:12.21	School Ethics Act
	<u>N.J.S.A.</u> 18A:17-46	Act of violence, harassment intimidation and bullying; report by school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 18A:22-10	Fixing day, etc., for public hearing
	<u>N.J.S.A.</u> 18A:22-13	Public hearing; objectives; heard, etc.
	<u>N.J.S.A.</u> 18A:23-5	Meeting of board; discussion of report
	<u>N.J.A.C.</u> 6A:8-5.2(e)	High school diplomas
	<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
	<u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	School safety plans
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-5.2,5.3	
	<u>N.J.A.C.</u> 6A:26	Educational facilities
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:23A-14.1	Capital reserve
	<u>N.J.A.C.</u> 6A:26-2.2(a)7	Completion of long range facility plans
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:30-2.4,-3.2	
	<u>N.J.A.C.</u> 6A:32-3.2	Requirements for Code of Ethics training for district board members
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
	<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

**BOARD OF EDUCATION MEETINGS (continued)****Legal References: (continued)**

<u>N.J.A.C.</u> 6A:32-13.1	School attendance
<u>N.J.A.C.</u> 6A:32-13.2	Dropouts
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

<b><u>Cross References:</u></b> *1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*5145.5	Photographs of students
*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

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

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

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