

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 Superintendent of Schools shall report to the board the number of pupils graduated and the number of pupils denied graduation from the prior 12th grade class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

The following information will be presented to the board during the course of the year at a regularly scheduled meeting of the board and will be advertised to the public.

- A. Discussion of the state rules and local procedures for implementation of district goals, objectives and standards;
- B. Presentation of audit report;
- C. Presentation of budget;
- D. Report on pupil progress, including testing program results;
- E. Annual plan for special education, bilingual/ESL, and basic skills programs;

In a regular board meeting by October 30 of each year, the Superintendent of Schools shall provide a Quality Assurance Annual Report (QAAR) which 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 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.

In addition, the board shall conduct a public hearing in October to allow the Superintendent of Schools 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. This transcript of the public hearing shall also be forwarded to the Division of Student Services in the Department of Education by November 1.

Adopted: 1994
 NJSBA Review/Update: November 2008
 Readopted: March 2009

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:7C-7 <u>N.J.S.A.</u> 18A:10-6 <u>N.J.S.A.</u> 18A:12.21 <u>N.J.S.A.</u> 18A:17-46 <u>N.J.S.A.</u> 18A:22-10 <u>N.J.S.A.</u> 18A:22-13 <u>N.J.S.A.</u> 18A:23-5 <u>N.J.A.C.</u> 6A:8-5.2(e) <u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u> See particularly:	Open Public Meetings Act School administrators report on students awarded or denied diplomas Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum School Ethics Act Act of violence; report by school employee; notice of action taken; annual report Fixing day, etc., for public hearing Public hearing; objectives; heard, etc. Meeting of board; discussion of report High school diplomas Special Education School safety plans
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BOARD OF EDUCATION MEETINGS (continued)

<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:26-2.2(a)7	Completion of long range facilities plans
<u>N.J.A.C.</u> 6A:26-9.1(d)	Capital reserve accounts
<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, -3.1	
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of trustee 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
<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

Manual for the Evaluation of Local School Districts**Possible**

<u>Cross References:</u>	*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

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