

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. Statements made by individuals will be limited to three minutes, and each individual will have one opportunity to speak. The length of time for public comment shall be limited to 30 minutes, unless there is a motion to extend.

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 and special meetings may deal with any topic related to the board's conduct of the schools. 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 board meeting by October 30 of each year, the chief school administrator shall provide a report 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;
- 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;

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- B. Presentation of budget;
- C. Student attendance;
- D. Dropout statistics; other demographic data;
- E. Mandated inservice programs.

In addition, two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

* Part of QAAR and no longer mandated. Left in because it is good for accountability.

Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district. The total duration of time that the public is permitted to participate and address the Board shall be limited to no more than one (1) hour per Board Meeting, regardless of the number of public comment sessions on the agenda.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;

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- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

Adopted: July 19, 2011
 Revised: July 2018
 NJSBA Review/Update:
 Readopted: April, 2016; October 2018

Key Words

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

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:7C-7</p> <p><u>N.J.S.A.</u> 18A:10-6</p> <p><u>N.J.S.A.</u> 18A:12-21 <u>N.J.S.A.</u> 18A:17-46</p> <p><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: <u>N.J.A.C.</u> 6A:16-5.2, 5.3 <u>N.J.A.C.</u> 6A:23A-14.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:26 See particularly: <u>N.J.A.C.</u> 6A:26-2.2(a) <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> See particularly: <u>N.J.A.C.</u> 6A:30-3.2 <u>N.J.A.C.</u> 6A:32-3.2</p> <p><u>N.J.A.C.</u> 6A:32-12.1 <u>N.J.A.C.</u> 6A:32-12.2 <u>N.J.A.C.</u> 6A:32-13.1 <u>N.J.A.C.</u> 6A:32-13.2</p>	<p><u>Open Public Meetings Act</u> School administrators report on students awarded or denied diplomas Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum <u>School Ethics Act</u> 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</p> <p>Capital reserve Educational Facilities</p> <p>Completion of long range facilities plans Evaluation of the Performance of School Districts</p> <p>Requirements for the Code of Ethics for district board of education members and charter school board of trustee members Reporting requirements School-level planning School attendance Dropouts</p>
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Review of mandated programs and services

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
	*4131	Staff Development, Inservice Education, Visitations Conferences
	*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.