

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 emergency 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 West Long Branch Board of Education 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 protect the confidentiality of students at public meetings. A coding system shall be used when public action or deliberation regarding a student is necessary.

Comments and questions at the end of public meetings may deal with any topic related to the board's conduct of the schools. Advance announcement of all regular, and specially called meetings of the board is made through newspapers and other appropriate media outlets. Announcement of emergency board meetings shall be in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

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 student 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:

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- A. Presentation of the audit report;
- 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.

Order of Business at Regular and Special Meetings:

- A. Call to Order/Flag Salute/Roll Call;
- B. Special Presentations;
- C. Meeting Open to Public (Agenda Items Only);
- D. Approval of Minutes;
- E. Financial Report;
- F. Approval of Bills and Claims;
- G. Committee Reports;
- H. chief school administrator's Report;
- I. Business Administrator's Report;
- J. Communications;
- K. Other Business;
- L. Meeting Open to the Public; and
- M. Adjournment.

Adopted: July 18, 1989  
Amended: January 18, 1994  
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Revised: May 31, 2011

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Readopted:

Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	<u>Open Public Meetings Act</u>
	<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	<u>School Ethics Act</u>
	<u>N.J.S.A.</u> 18A:17-46	Act of violence; 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.S.A.</u> 18A:37-13 <u>et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<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
	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>	Capital reserve
	<u>N.J.A.C.</u> 6A:26	Educational Facilities
	See particularly:	
	<u>N.J.A.C.</u> 6A:26-2.2(a)	Completion of long range facilities plans
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	See particularly:	
	<u>N.J.A.C.</u> 6A:30-3.2	
	<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:32-8.2	Student accounting and attendance

**Possible**

<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
	*4131/4131.1	Staff Development, Inservice Education, Visitations Conferences
	*4231/4231.1	Staff Development, Inservice Education, Visitations Conferences
	*5131.5	Vandalism/violence
	*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

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\*9323/9324      Agenda preparation/advance delivery of meeting material  
\*9326            Minutes

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