

BOARD OF TRUSTEES MEETINGS

Board of trustees 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 trustees 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 school students at a public or board of trustees 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.

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the school. 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 board meeting by July 31 of each year, the lead person shall provide a report to the board which includes, but is not limited to, information on the following topics:

- A. The achievement of the school's mission, goals and objectives;
- B. The efficiency in the governance and management of the school;
- C. The attainment of the New Jersey Core Curriculum Content Standards and the delivery of an educational program leading to high student academic achievement;
- D. Statewide Assessment Program results and local assessment results of students;
- E. The degree of parental and community involvement in the school;
- F. The school's public relations and outreach efforts; and
- G. The student admissions policies and staff recruitment plan.

This report shall be submitted annually by August 1 following each full school year in which the school is in operation to the Commissioner, the respective executive county superintendent of schools and the local board of education, no later than 4:15 P.M. If August 1 falls on a weekend, the annual report is due on the first subsequent work day.

This report must also include a copy of the following:

- A. The resolution of the board of trustees naming the lead person of the school;

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- B. A directory of the current members of the board of trustees;
- C. Amendments to the bylaws of the board of trustees adopted during the previous year;
- D. A calendar for the upcoming school year; and
- E. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Officer and the Title IX Coordinator.

The report shall be made available to the parent/guardians of students enrolled in the school.

In addition, the board shall conduct a public hearing to allow the lead person to report to the board all acts of violence and vandalism that occurred during the previous school year.

Adopted: February 7, 2013

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 <i>et seq.</i> <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.S.A.</u> 18A:36A-16 <u>N.J.A.C.</u> 6A:11-2.2 <u>N.J.A.C.</u> 6A:14-1.1 <i>et seq.</i> <u>N.J.A.C.</u> 6A:16-5.1 <i>et seq.</i> 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>N.J.A.C.</u> 6A:26 See particularly: <u>N.J.A.C.</u> 6A:26-2.2(a)7 <u>N.J.A.C.</u> 6A:30-1.1 <i>et seq.</i> See particularly <u>N.J.A.C.</u> 6A:30-3.2 <u>N.J.A.C.</u> 6A:32-3.2 <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 <u>N.J.A.C.</u> 6A:32-14.1	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 Annual assessment of charter schools Reporting Special Education School safety plans Capital Reserve Educational Facilities Completion of long range facilities plans 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 Review of mandated programs and services
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Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*2240	Research, evaluation and planning
	*3100	Budget planning, preparation and adoption
	*3570	School records and reports
	*3571.4	Audit
	*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
	*9323/9324	Agenda preparation/advance delivery of meeting material
	*9326	Minutes

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