
BOARD OF EDUCATION MEETINGS

The board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have an opportunity to hear the wishes and ideas of the public. All work sessions, regular meetings, or special meetings of the board will be open to the press and public and there will be provision for citizens to be heard. These comments and questions may deal with any topic related to the Board's conduct of the school.

In order to assure that persons who wish to appear before the board may be heard and, at the same time, conduct its meetings properly and efficiently, the board adopts as policy the following procedures and rules pertaining to public participation at board meetings.

1. The members of the board of education will have the first opportunity to speak to any topic or subject on the floor. At the completion of all board comments, a person may speak to the topic or subject if permission is granted by the presiding officer. The board will schedule a public remarks portion at each meeting at which time any person may speak on any subject concerning the school system.
2. If requested, each person addressing the board will give his/her name and address and the group, if any, that is represented.
3. No person shall address any remark or question to any specific member or any other individual except by permission of the presiding officer. Any member may, through the presiding officer, respond to any person addressing the board.
4. Speakers may offer objective criticisms of the school operations and programs, but in public session the board will not hear personal complaints about school personnel or students by name.
5. The presiding officer at his/her discretion may limit the time for all speakers and the number of speakers on a particular issue. The presiding officer will call any speaker to order who violates the rules of this policy. Any person who disturbs the peace of the board, makes abusive or slanderous remarks or conducts him/herself in a boisterous manner while addressing the board will be barred by the presiding officer.
6. When a person desires to have a written statement read by the board at a business meeting, he/she must submit the statement to the board secretary during office hours prior to the meeting. This will allow the secretary to

determine whether the statement conforms to the requirements of this policy. It will be discretionary with the presiding officer whether or not to read any such statement.

- 7. If the matter broached by a speaker is one which cannot be properly answered by an administrator or board member at that particular moment, the chairperson may advise the speaker that a response will come by letter or will be discussed at a subsequent meeting of the board, after sufficient fact-finding by the administration or the board no later than sixty days after the question is raised.
- 8. 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 is educationally handicapped.

Items to be presented at public meetings of the board of education must include, but are not limited to the following annual reviews:

- A. Discussion of 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 plans for special education, bilingual/ESL, and basic skills programs;
- F. Graduation and dropout statistics.

Date: February 11, 2004

Legal References:

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| <u>N.J.S.A.</u> | 10:4-6 et seq. | Open Public Meetings Act |
| <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:22-13 | Requires a public hearing of the budget |
| <u>N.J.S.A.</u> | 18A:23-5 | Meeting of board; discussion of report |
| <u>N.J.A.C.</u> | 6:3-1.3(a) | Requires the board to discuss the School Ethics Act and the Code of Ethics for School Board Members annually at a regularly scheduled |

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| <u>N.J.A.C.</u> | 6:8-2.1 | public meeting. Lists the components of the quality assurance report that must be provided to the public annually at a regular board meeting |
| <u>N.J.A.C.</u> | 6A:30-2.4(c) | Requires that the board of a district in Level 1 monitoring, within 60 days of receipt of the written report, discuss findings of the evaluation team at a regular or special board meeting |
| <u>N.J.A.C.</u> | 6A:30-3.1(g) | Requires the board of a district entering Level II to discuss the findings of the external review team at a regular or special meeting within 30 days of formal notification |
| <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: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.A.C.</u> | 6:3-1.3 | Requirements for the Code of Ethics for school board members and charter school board of trustee members |
| <u>N.J.A.C.</u> | 6:3-1.6 | Reporting and staffing of school districts |
| <u>N.J.A.C.</u> | 6:8-2.1 | Quality assurance annual report |
| <u>N.J.A.C.</u> | 6:8-2.2 | School-level planning |
| <u>N.J.A.C.</u> | 6A:8-5.2(e) | High school diploma |
| <u>N.J.A.C.</u> | 6A:14-1.1 et seq. | Special Education |
| <u>N.J.A.C.</u> | 6A:30-1.1 et seq. | Evaluation of the Performance of School Districts |

See particular:

N.J.A.C. 6A:30-2.4, -3.1
Manual for the Evaluation of Local School Districts (September 2002)

Possible Cross References:

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| 1100 | Communicating with the public |
| 2240 | Research, evaluation and planning |
| 3100 | Budget planning, preparation and adoption |
| 3570 | District records and reports |
| 3571.4 | Audit |

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| 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 |

