
CONFIDENTIAL INFORMATION

The Open Public Meetings Act recognized the practical necessity for a public body to hold certain information confidential. The board of education is permitted to discuss certain matters in closed session. These matters may be kept private pursuant to public law N.J.S.A. 10:4-12 which includes information related to personnel, litigation, negotiations and any matter which would violate a persons right to privacy. This policy defines the responsibilities of the members of the board of education and the administrative staff with respect to confidential materials and information.

1. All discussions which take place in closed session of the board of education (as allowed by the Open Public Meetings Act) are designated confidential. All persons present at those discussions are responsible for protecting that confidentiality.
2. Each member of the board of education is responsible for protecting confidential materials from unauthorized access or loss. Further, willful disclosure of confidential information or material is considered a serious breach of board member's code of ethics.
3. The superintendent of schools is directed to develop procedures for the proper marking of confidential materials, for their proper handling, and for their safe storage and/or disposal.
4. Only members of the board of education, the superintendent of schools, the board secretary, and those other staff covered under N.J.S.A. 34:13A-3(g) are authorized to handle or to receive materials marked "confidential" as specified in paragraph II.

Date: August 24, 1988

Legal Reference:

N.J.S.A. 34:13A-3(g)
N.J.S.A. 34-13A-5.3
N.J.S.A. 10:4-15-17