
MINUTES

The minutes of all meetings of the board shall be sufficiently detailed to serve as documentation of board compliance with New Jersey statutes and administrative code.

The minutes of the meetings of the board of education shall include:

- A. The classification (regular, adjourned or special), date, and place of meeting;
- B. The call to order stating time, person presiding and his/her office;
- C. The record of the roll call of board members;
- D. A notation of the presence of the superintendent, school business administrator, board secretary, administrators and the public;
- E. Announcement of notification listing the newspapers by name;
- F. A record of any corrections to the minutes of the previous meetings and the action approving them;
- G. A record of all communications presented to the board;
- H. A record of each motion placed before the board, the result of the vote, and the vote of each member.

A copy of the minutes of the previous meeting shall be sent to all board members along with agenda materials.

The minutes shall be filed permanently for reference purposes.

All reports requiring board action, resolutions, agreements and other written documents shall be placed in the files of the board secretary and/or superintendent as a permanent record.

Minutes of Closed Meetings

The minutes of closed meetings must be made available to the public as soon as the

reason for confidentiality no longer applies. When a closed meeting deals with more than one privileged matter, the minutes shall be prepared in such a way that each matter can be separated and disclosed in a timely manner.

Public Access to Minutes

Minutes of all regular meetings shall be available to the public for inspection within two weeks of the meeting.

The minutes of the board's meetings shall be shown to the public upon request in the presence of the board secretary or his/her designee. Requests for single copies of minutes as approved by the board at a regular meeting shall be honored at the convenience of the board secretary.

NOTE: IF THE BOARD TAPE RECORDS PUBLIC MEETINGS, A SECTION ON TAPING SHOULD BE INCLUDED IN THIS BYLAW.

Taping of Public Meetings

The board secretary shall tape record all public meetings of the board in order to assure proper documentation of occurrences and the transcription of minutes. All tapes are the sole property of the board, and any individual requesting access to these materials must do so in writing five working days in advance.

Tapes shall not be removed from the board office and must be played in the presence of the board secretary/designee.

All tapes shall be stored in a locked cabinet located in the board office and shall be destroyed in accordance with law.

Any member of the public wishing to audio or video record a board of education meeting shall give notice to the board secretary prior to the meeting to be recorded.

Dated: September 18, 2002

Legal References:

N.J.S.A. 10:4-6 et seq.

Open Public Meetings Act

Minutes

Policy 9326

See particularly:

<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u>	18A:17-7	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A.</u>	18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u>	47:1A-1 et seq.	Examination and copies of public records (Right to Know Law)
<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	Reporting requirements
<u>N.J.A.C.</u>	6A:8-4.3	Accountability
<u>N.J.A.C.</u>	6A:30-1.4	Evaluation process for the annual review

Executive Order No. 9, September 30, 1963; modified by Executive Order No. 11, November 15, 1974

Maurice River Board of Education v. Maurice River Teachers Assn. 193 N.J. Super. 488 (App. Div. 1984)

Matawan Ed. Ass'n v. Matawan-Aberdeen Ed. B., 212 N.J. Super. 328

Liebeskind v. Mayor & Mun. Coun. of Bayonne, 265 N.J. Super. 389, 400-401 (App. Div. 1993)

Atlantic City Convention Center Authority v. South Jersey Publishing Co., Inc. 135 N.J. 53 (1994)

Manual for the Evaluation o Local School Districts (August 2000)

New Jersey Department of State, Division of Archives and Records Management, School District records Retention Schedule

Cross References:

3570	District records and reports
9123	Appointment of board secretary

