

# Welcome to a meeting of the Cherry Hill Board of Education

The Cherry Hill Board of Education meets regularly to discuss and act on matters directly affecting the children of the Cherry Hill School District. The public is invited and encouraged to attend these meetings, which operate under Robert's Rules of Order. The meetings are tape recorded to ensure an accurate record. Minutes are available to all citizens after board approval.

## *Board Responsibilities*

The Board of Education is a legislative body whose powers are defined by the state of New Jersey. The Board comprises nine residents of the school district who are elected by the voters. Board members serve on a volunteer basis without compensation.

The Board is charged with providing a thorough and efficient education for the children of the Cherry Hill community and for developing

policy to carry out that goal. The Board selects a Superintendent to direct the daily operation of the schools in accordance with Board policies. The Superintendent is both the educational advisor to the Board and the chief administrator of the District. He is a non-voting member of the Board.

Board member responsibilities include setting policy, establishing goals, and adopting yearly operating budgets for the school district. These and other matters are discussed during the monthly cycle of Board meetings.

Board members are not responsible for the day-to-day operation of the schools. Concerns relating to individual problems occurring at the school level (e.g., instruction, building maintenance, school lunches) are best brought to the attention of the building principals, who can handle the concerns most promptly and effectively. Matters that are not satisfactorily resolved at the school level may be referred to the Assistant Superintendents or Superintendent.

Board members recognize the enormous responsibility they have in setting the course for the school district and strive to make informed decisions. Board members resolve issues after receiving input from administration, staff, students, parents, and community members. The review of written background material, attendance at committee meetings, along with workshop and seminar participation contribute to responsible choices by Board members.

## *Board Meetings*

### **Board Committees**

Board members serve on several committees that meet monthly or as needed to discuss issues facing the district. Committee work is usually conducted during the first week of the month. Following is the Board committee structure for 2011-2012:

- Curriculum and Instruction
- Business and Facilities
- Human Resources/Negotiations
- Policies and Legislation
- Strategic Planning

Committee meetings, except meetings of the Human Resources/Negotiations committee, are open to the public. Public input may occur at the discretion of the committee chairperson.

Written and oral summaries of committee meetings are shared with the full Board at the monthly work session and action session.

The Superintendent and Board may form subcommittees and ad hoc committees that include community members, staff, and administrative liaisons. These committees (which have included the bond committee and long-range facilities committee) generally make recommendations concerning school-related issues to the full Board.

## **Work Sessions**

The Board conducts Work Sessions on the second Tuesday of each month. Work Sessions are held at the Malberg Administration Building, 45 Ranoldo Terrace, and usually begin at 7 p.m. During Work Sessions, board members discuss school district matters and hear reports from school administrators and staff. The discussion from various committee meetings is also shared with the full Board. Board members use this information to weigh the many decisions they make.

The public is invited to Work Sessions, and may address the Board at the discretion of the Board President.

## **Regular Action Meetings**

Regular action meetings of the Board take place on the fourth Tuesday of each month, usually beginning at 7 p.m. at the Malberg Administration Building. Regular action meetings are typically the point where matters discussed at previous work sessions are formally voted on or informally resolved.

Agenda distribution occurs before the meeting to permit time for Board review. The Agenda is posted on the school district website ([www.chclc.org](http://www.chclc.org)). Limited copies of the Agenda and other background materials under consideration are available at each meeting.

Regular action meetings include two opportunities for public input. The first opportunity for public comment precedes the Action Agenda; comments made in this session are restricted to Agenda items. Public comments in the second public discussion period may be on any topic.

When you address the Board at a public meeting, please:

- approach the podium;
- speak into the microphone and state your name and address;
- if speaking for an organized group, please name the group;
- discuss matters concerning school operations and programs, refraining from commenting on individuals and school personnel; and
- limit your comments to three minutes so others will have an opportunity to address the Board. (Speakers are timed and a signal is used to indicate when 30 seconds remain and when time has elapsed.)

### Executive Sessions

Executive sessions— when the full board meets privately— are held to deal with personnel issues, labor negotiations, legal considerations, and other confidential matters. In accordance with the New Jersey Open Public Meetings Act, commonly referred to as the “Sunshine Law,” these meetings are closed and the public may not attend. Board members are “honor-bound” not to disclose Executive Session details.

### Special Meetings

Special meetings may be called to handle urgent business or invite public comment on specific issues. Notices of these meetings are posted at the administration offices at Malberg School, given to *The Courier-Post* and *The Philadelphia Inquirer*, and filed with the Township Clerk. The meetings are also publicized on CHPS TV and the school district website ([www.chclc.org](http://www.chclc.org)).

### Election of Board Members

Board members serve overlapping three-year terms. As a result, three board members are elected each year. For 2012-2013, the election of board members will take place at the November general election.

Candidates must meet specific legal qualifications. Candidates must also submit a notarized nominating petition endorsed and signed by 10 voters, not including the candidate. These voters must be registered in Cherry Hill. Citizens considering running for the Board can anticipate attending regular Board meetings and work sessions, committee meetings, and various school functions each month. A significant amount of time for reviewing written material will also be required.

More information about becoming a Board of Education candidate is available on the New Jersey School Boards Association website at [www.njsba.org](http://www.njsba.org).

## Cherry Hill Board of Education 2011-2012

Seth Klukoff, President  
Kathy Judge, Vice President

Sherrie Cohen  
Eric Goodwin  
Colleen Horiates  
Carol Matlack  
Steven Robbins  
Elliott Roth  
Wayne Tarken

Student Representatives:  
Wendy Cheng, High School West  
Jackie Susuni, High School East

Dr. Maureen Reusche, Superintendent

### Action Meeting Dates

2011  
July 26  
August 23  
September 27  
October 25  
November 22  
December 20\*

2012  
January 24  
February 28  
March 27  
April 24  
May 22  
June 26  
\* Third Tuesday

Action Meetings usually begin at 7 p.m. and are held at the Malberg Administration Bldg. Check the website or CHPS TV for updates.

# The Cherry Hill Board of Education

## Board Responsibilities, Work Cycle, Meeting Dates, and Other Information

2011-2012



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[www.chclc.org](http://www.chclc.org)