

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 9326

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.

If the Board of Education has a meeting and directs the Board of Education secretary to not be in attendance, the Board of Education president shall appoint a secretary pro tem for that meeting.

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 the 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 after their adoption.

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 at the rate prescribed by statute.

RECORDING OF PUBLIC MEETINGS

The School Business Administrator/Board Secretary shall make a recording of each Board meeting as an administrative aid in the preparation of minutes; the recording shall be retained for a minimum of forty-five days or until the minutes are approved, whichever is longer, after which time they may be erased only if permission is granted on an annual basis by the New Jersey Department of State, Division of Archives and Public Records. All such tapes will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The board secretary/designee shall tape record all public meetings of the board in order to assure proper documentation of occurrences. 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.

Recordings shall not be removed from the Board office and must be played in the presence of the Board Secretary/designee.

All recordings shall be stored in a locked cabinet located in the Board Office until destroyed.

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.

LEGAL REFERENCES:

N.J.S.A. 10:4-6 et. seq. See particularly: N.J.S.A. 10:4-10, -14 N.J.S.A. 18A:11-1 N.J.S.A. 18A:17-7 N.J.S.A. 18A:54-20 N.J.S.A. 47:1A

N.J.A.C. 6:8-4.3 N.J.A.C. 6:8-4.7 N.J.A.C. 6:8-4.8 N.J.A. C. 6:28-1. 4(a)2

Open Public Meetings Act

General mandatory powers and duties

Secretary to give notices and keep minutes, etc.

Powers of board (county vocational schools)

Examination and copies of public records (Right to Know Law)

Quality assurance

Pupil behavior

Teaching staff and professional development

District board of education policies and procedures

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. Assn. v. Matawan-Aberdeen Ed. Bd., 212 N.J. Super. 328

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

Manual for the Evaluation of Local School Districts (June 1993)

New Jersey State Department of Education School District Records Retention Schedule

Adopted: 8/21/96

Revised: 10/21/96, 1/23/07, 6/27/07