

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 chief school 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 chief school administrator 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. Minutes of all meetings will also be on file in the Lyndhurst Public Library and posted to the district website for one (1) year.

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 file notice to the board secretary prior to the meeting to be recorded.

Date: March 12, 1984
Revised: May 13, 1996
Revised: January 12, 1998
Revised: December 9, 2003

Legal References:

NJSA 10:4-6 et.seq.

see particularly:

NJSA 10:4-10.-4

NJSA 18A:11-1

NJSA 18A:17-7

NJSA 18A:54-20

NJSA 47:1A

NJAC 6:8-4.3

NJAC 6:8 4.7

NJAC 6:8-4.8

NJAC 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 NJ Super. 488 (App. Div. 1984)

Matawan Bd. Ass'n. v. Matawan-Aberdeen Ed. Bd. 1 212 NJ Super. 328

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

New Jersey State Department of Education School District Records
Retention Schedule

Possible Cross References:

*3570 District Records and Reports

9123 Appointment of Board Secretary

*Indicates policy is included in the Critical Policy Reference Manual.